

Related Entries: (Not identified at this time)

Fee-Based Programs

The following rules, regulations and guidelines shall be followed for establishing and collecting fees:

- (1) All fees established by the School Board pursuant to this rule and to the fee authority granted by State Board of Education Rule 6A-1.09983 shall be paid to the District School Board and included with program expenditures in the Board's budgetary accounts.
- (2) The establishment of a fee-based program is contingent upon availability of facilities, appropriate staff, volunteers, necessary equipment to reasonably accommodate student's needs and the ability of the program to recover the costs/expenses of the program.
- (3) Fee-based programs are not required. Fee-based programs are optional and the design and delivery of a program is at the discretion of the principal and his/her staff.

24 (4) Definitions
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TYPE	DEFINITION
Enhancement Programs <i>Fee-Based</i>	<i>Before and After School Program</i> Recreational and child care program provided by the school on the school campus during the regular school year.
Outside Agency Programs	Recreational and/or academic programs provided by an outside agency on the school campus during the regular school year or the summer. Examples of outside agencies - Child Care of Southwest Florida; STARS; Cape Coral Parks & Recreation Department; YMCA; etc. This type of program shall be entered into based on a contract (which must include provisions for use of the facility) approved by the School Board. If such a contract provides funds for a school, those funds shall follow the approved fee collection process. Programs contracted with a private agency must comply with all rules and regulations of the Department of Health and Rehabilitative Services relating to childcare facilities. Such agencies must be licensed pursuant to Section 402.305, F.S.

26 (5) Program Employment
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- 29 (a) Employment vacancies in a fee-based program must first be
30 advertised/posted at the school. Preference for employment shall be given to
31 personnel assigned to the school or location where the program operates. If
32 qualified personnel at the school do not apply, the vacancy may be
33 advertised District-wide.
- 34 (b) Personnel teaching in the program must have appropriate certification or a
35 special interest, knowledge, or skill in the subject to be taught.
- 36 (c) The building principal or designee shall serve as the administrator in charge
37 of the fee-based program.
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- 41 (d) The principal shall be responsible for hiring qualified personnel to operate the
42 program.
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- 44 (e) In those instances where a person is employed in a fee-based program and
45 transfers from one school to another, continued employment in the fee-based
46 program at either the sending or receiving school shall be at the discretion of
47 the principal.
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- 49 (f) A principal may not be compensated for working in a fee-based child care
50 program.
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- 52 (6) Student Eligibility
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- 54 (a) A student enrolled in the School District of Lee County is eligible for
55 admission to a fee-based program.
56
- 57 (b) An individual home education student who has met the requirements of the
58 home education program pursuant to Section 1003.01, F.S. is eligible for
59 admission to a fee-based program.
60
- 61 (7) Collection of Fees
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- 63 (a) Fee-based programs shall be entirely self-supporting by the collection of
64 program fees. Fees may include appropriate program expenses as
65 designated by the Support Services Division.
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- 67 (b) All records must be maintained in accordance with generally accepted
68 accounting procedures.
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- 70 (c) Fees collected on behalf of fee-based programs shall be deposited into a
71 trust fund established within the school's Internal Funds.
72
- 73 (d) All funds collected shall be recorded in accordance with District policies
74 presently established for Internal Funds. The school shall record attendance,
75 fee collections, and any unpaid balance by student name and amount. These
76 records should be considered part of the Internal Funds records and shall be
77 reviewed during the annual audit of the funds.
78
- 79 (e) All money must be turned over to the bookkeeper on the same day of
80 collection. If extenuating circumstances occur and this practice is not
81 feasible, the money must be turned over no later than the next business day.
82
- 83 (f) The bookkeeper shall deposit the money in accordance with established
84 policy and/or regulations. The school is responsible for adequately
85 safeguarding undeposited funds.
86

- 87 (g) The funds collected shall be forwarded to the District on a periodic basis. No
88 payments other than periodic remittances to the District shall be from the
89 Internal fund. All expenses shall be transacted through the District budget
90 fee-supported accounts.
91
- 92 (8) Transportation: Transportation of students participating in fee-based programs is
93 the responsibility of the parent/guardian.
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- 95 (9) Program Guidelines: Each school that offers a fee-based program must develop a
96 set of guidelines for the operation of that program. The guidelines should be
97 reviewed with a parent/guardian at the time a student is enrolled in a fee-based
98 program. Program guidelines shall include, but not be limited to, the following:
99
- 100 (a) Description of the program
101
- 102 (b) Payment process and procedures (to include, but not be limited to, fee
103 amounts; payments in advance; credit policy; check policy; late pick-up fees;
104 nonpayment of fees)
105
- 106 (c) A fee schedule (including the criteria for any reduced fees)
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- 108 (d) Discipline policy
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- 110 (e) Hours and dates of operation
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- 112 (f) Medication policy
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- 114 (g) Drop-off and pick-up information
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- 116 (h) A copy of each school's program guidelines must be on file in the District's
117 School Operations Department
118
- 119 (10) Snacks
120
- 121 (a) Snacks may be provided as part of the fee for fee-based programs. Snacks
122 may not be sold separately from the regular fee. The cost of snacks for
123 students shall be included in the expenses for the program. All snacks shall
124 be purchased through the standard purchasing process of the District
125 utilizing the appropriate purchase order document.
126
- 127 (b) Snacks must not be offered at a time when they would be in competition with
128 the Food Service program offered by the school; therefore, snacks may not
129 be offered in morning fee-based programs, but may be offered in the
130 afternoon programs during the regular school year, after school is dismissed,
131 and at any time during the summer programs.
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- 133 (11) Communication
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- 135 (a) The fee-based program must provide a way for a parent/guardian to
- 136 communicate directly with the program by telephone.
- 137
- 138 (b) The fee-based program must provide a means for the program site on the
- 139 campus to communicate with the office so that the operations of the school
- 140 office are not impeded.
- 141
- 142 (12) Student Behavior
- 143
- 144 (a) Each school site must include a discipline policy in the program’s guidelines.
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- 146 (b) The discipline policies should be developed by the principal or designee and
- 147 shall address the consequences for inappropriate student behavior while the
- 148 student is enrolled in a fee-based program.
- 149
- 150 (13) Revocation of Enrollment
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- 152 (a) The principal or designee has the authority to revoke the enrollment of a
- 153 student in a fee-based program if the conduct does not meet standards as
- 154 defined in the program discipline policy.
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- 156 (b) The principal or designee has the authority to revoke the enrollment of a
- 157 student in a fee-based program for nonpayment of fees.
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- 159 (c) The principal or designee has the authority to revoke the enrollment of a
- 160 student in a fee-based program if the student is picked up late in the evening
- 161 on a regular basis. The term “regular basis” should be defined in the fee-
- 162 based program guidelines.
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165 **STATUTORY AUTHORITY:** 1001.42, 1001.43, F.S; and SBER 6A-1.09983

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167 Adopted: 10/19/10 (formerly 4.26)