

## Appendix A Continuing Improvement

Agency Name: After School Programs Project Number: 06K-2447B-7PCC7  
Program Name: ASP Miami-Dade (Cohort 11 - Miami-Dade)

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*Reason(s) for the change:*

The district repurposed Ethel Beckford/Richmond Heights Elementary to a primary learning center that service students in pre-kindergarten and kindergarten. Grades 1 through 5 were transitioned to nearby Title I elementary schools. Based on the changes made by the school district, the 21<sup>st</sup> CCLC Program Office approved After School Programs-Miami modifications to the program to ensure that the community continued to receive 21<sup>st</sup> CCLC services. What follows are the school day dismissal times for all target schools. Please note that the mandatory extended learning day has been removed from Robert Russa Moton Elementary, and thus, affecting their after school start and end times as well.

### Ethel Beckford/Richmond Heights Elementary Site

- Ethel Beckford/Richmond Heights Elementary: Kindergarten students are dismissed at 1:50 pm.
- Pine Lake Elementary, Colonial Drive Elementary, Dr. Henry Perrine Elementary and some Robert Russa Moton Elementary: Kindergarten and 1<sup>st</sup> graders are dismissed at 1:50; second through fifth graders are dismissed at 3:05; all grade levels are dismissed at 1:50 on Wednesdays.

### Robert Russa Moton Site

Robert Russa Moton: Kindergarten and 1<sup>st</sup> graders are dismissed at 1:50; second through fifth graders are dismissed at 3:05; all grade levels are dismissed at 1:50 on Wednesdays.

This change includes:     Additions         Deletions         Both

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*Narrative Language:*

### **5.1 Project Abstract**

The program has served an average of ~~175~~ 123 "at-risk" students at two public schools located at Robert Russa Moton and Ethel F. Beckford/Richmond Elementary Schools in Miami-Dade County. The program will operate after school at both sites for 175 days, Monday-Friday. ~~for four hours per day (students in grades K-1 will participate from 3:00-7:00 p.m. and students in grades 2-5 will participate from 4:00—7:00 p.m. Students in grades kindergarten and 1 will participate in the program from 2:30pm to 6:30pm. Students~~

in grades 2 through 5 will attend the program from 3:30pm to 6:30pm due to the staggered dismissal times of the regular school day. and a district mandated extended learning day).  
The program will operate during the summer at both sites for 37 days, Monday- Friday and some Saturdays, for ten hours per day, from 8:00 a.m.- 6:00 p.m.

### **5.5f Safety and Student Transportation**

The safety of the students and families participating in the 21st CCLC program is of the highest priority. The 21st CCLC program is located in public schools which are safe, familiar and easily accessible for children and parents. ASP is fully insured and, licensed. All sites meet and/or exceed state and local health and safety ordinances, are handicap-accessible, and comply with the American with Disabilities Act (ADA). The facilities are maintained by the school district and undergo annual safety inspections.

ASP's HR Department is dedicated to hiring qualified and experienced afterschool personnel. Applicants selected for employment must comply with all the requirements of The Jessica Lunsford Act for background screening, and school district policies. All staff members must obtain and visibly wear an easily readable photo identification badge at all times. Program teachers will have active and valid teaching certificates from the FDOE. All personal enrichment instructors must be experienced youth development workers and/or demonstrate a high level of expertise in the enrichment activity provided (e.g., artist, dancer. and engineer). The teacher to student ratio will be approximately 1:15, but will not exceed 1:20 (FAN Standards). We will accommodate these students by utilizing the schools classrooms, media center, cafeteria and playground. Students will be in groups that coincide with grade level and staff personnel ratios. Coordinators will establish, review and maintain safety and security procedures and communicate with parents and staff. All staff members are trained in safety

procedures including CPR and First Aid, Identifying Child Abuse and Neglect, Dispensing Medications, Emergency Procedures, and Crisis Management.

**On-Site/Off Site Safety:** ASP's safety policies are continuously reviewed and are a primary component of the ASP Operational Manual. Following school dismissal, students walk to the cafeteria or assigned classroom where attendance is taken by staff members.

Parent/Guardians are notified immediately of any unexplained absences. No child is permitted to walk or bike home. An authorized parent or guardian with a picture ID must come to the site and sign the child out

ASP has provided safe and enriching field trips to thousands of Florida students for the past 20 years. Off-site activities will be staffed by a minimum one staff to 10 students, with all chaperones being 21st CCLC staff. The following procedures are implemented by ASP personnel both on site and during off-site field trips: 1) no student is ever left alone: 2) buddy system is always in effect; 3) regular head counts (verbal and documented); 4) radio communication to track student movement; 5) drinking water always available; and 6) public bathrooms pre-checked and one staff member present for every four children.

**Safe Transportation:** The 21st CCLC program is located in public school facilities, which are conveniently located and easily accessible to all families. Transportation to the site is not necessary.

Buses provided for educational field trips will meet all school district and local requirements. Parents will receive trip notices several weeks in advance, 21st CCLC staff will bring each student's emergency information on the trip. Prior to each trip, 21st CCLC staff will review off site and bus rules. Staff will be positioned in the front, middle and back of the bus.

Upon program arrival, students line up at their classroom door and their teacher walks them to their pick-up post just outside their classroom door in the hallway. At the pick-up post in the school

hallway, an ASP 21<sup>st</sup> CCLC after school enrichment specialist (Counselor) is waiting with a smile, ready to greet and receive the children. This Counselor then walks the students to the cafeteria where attendance is taken and students have a few minutes to chat about their school day. Attendance is taken according to assigned groups. Each student is assigned to a group and Counselor by grade level. Groups range in sizes from 15-20 students. Students are always accompanied by a Counselor, or the Site Security Specialist, hired to ensure the safety of students during program transitions and in monitoring the “buddy system” that allows students to escort each other to the front desk or out of classroom restrooms.

Upon program dismissal, students are only released to adults that are listed on the student application. Parents are identified by picture identification cards issued by a state or federal entity and or must provide the secret password provided on the application. ~~No transportation is required or provided, as the program is located on site at the school where students attend and parents are responsible for pick-up at the site location. Seasonal changes that create earlier or later sunsets do not impact student participants as parents and adult family members are responsible for direct pick-up from the site.~~ For students who require transportation due to Ethel Beckford/Richmond Heights Elementary repurpose, ASP currently contracts with A. Oliveros, Inc. to provide transportation services. Contact information for A. Oliveros, Inc., d.b.a. A. Oliveros Transportation (Oliveros), is as follows:

3114 W. 69<sup>th</sup> Place  
Hialeah, Florida 33018

P.O. Box 160418

Hialeah, Fl 33016

Phone: (305) 822-3270 FAX: 305-557-1371

Mr. Alain Oliveros

Email: [info@aotservices.net](mailto:info@aotservices.net) Website: [www.aotservices.net](http://www.aotservices.net)

In order to provide the best services, Oliveros makes sure that drivers and buses continually comply with the State of Florida and Miami-Dade County Public Schools (M-DCPS) rules and regulations. Oliveros is approved and certified by Miami-Dade County Public Schools (M-DCPS)

All drivers must:

- Take a mandatory forty-hour training course on safety and passenger transport.
- Obtain a Commercial Driver License (CDL) in compliance with state and local laws.
- Take physical and reflex exams at the beginning of each school year.
- Take mandatory drug and alcohol tests, one test annually for each driver and randomly throughout the year.

All buses must:

- Pass a weekly in-house maintenance inspection
- Pass a monthly interior / exterior inspection administered by M-DCPS.
- Carry the highest possible insurance to ensure the safety of our passengers and drivers.
- Contain a GPS tracker that allows for real-time monitoring, providing us with locational data at all times.

Transportation routes are as follows:

**BUS SCHEDULE - In accordance with the Miami-Dade School 2016-17 Calendar**

Time*	School/Site	Address	Grade levels	Bus/Site Monitor**
1:30pm arrival	Dr. Henry Perrine Elementary	8851 SW 168th St, Palmetto Bay, FL 33157	K & 1 <sup>st</sup> grade pick-up	Mr. Torrence Edwards
1:55pm arrival	Colonial Drive Elementary	16700 SW 109th Ave, Miami, FL 33157	K & 1 <sup>st</sup> grade pick-up	Ms. Taronda Edwards
2:05pm arrival	Pine Lake Elementary	10755 SW 160th St, Miami, FL 33157	K & 1 <sup>st</sup> grade pick-up	Ms. Shakita Wilcox
2:10pm	Beckford/Richmond	16929 SW 104th	K & 1 <sup>st</sup> Grade FIRST	Mrs. Twanda

DROP-OFF	Primary Learning Center	Avenue. Miami, FL 33157	DROP-OFF	Jones-Ballard (Stationary)
2:15pm arrival	Robert Russa Moton Elementary	18050 Homestead Ave., Miami, FL 33157	K & 1 <sup>st</sup> grade pick-up	Mr. Avius Onley
2:20pm DROP-OFF	Beckford/Richmond Primary Learning Center	16929 SW 104th Avenue. Miami, FL 33157	K & 1 <sup>st</sup> Grade SECOND DROP-OFF	Mrs. Twanda Jones-Ballard (Stationary)
2:30pm arrival	Robert Russa Moton Elementary	18050 Homestead Ave., Miami, FL 33157	2 <sup>nd</sup> – 5 <sup>th</sup> grade pick-up	Mr. Avius Onley
3:10 pm arrival	Dr. Henry Perrine Elementary	8851 SW 168th St, Palmetto Bay, FL 33157	2 <sup>nd</sup> – 5 <sup>th</sup> grade pick-up	Mr. Torrence Edwards
3:15 pm arrival	Colonial Drive Elementary	16700 SW 109th Ave, Miami, FL 33157	2 <sup>nd</sup> – 5 <sup>th</sup> grade pick-up	Ms. Taronda Edwards
3:20pm DROP-OFF	Beckford/Richmond Primary Learning Center	16929 SW 104th Avenue. Miami, FL 33157	2 <sup>nd</sup> – 5 <sup>th</sup> grade FIRST DROP-OFF	Mrs. Twanda Jones-Ballard (Stationary)
3:25pm arrival	Pine Lake Elementary	10755 SW 160th St, Miami, FL 33157	2 <sup>nd</sup> – 5 <sup>th</sup> grade pick-up	Ms. Shakita Wilcox
3:30pm DROP-OFF	Beckford/Richmond Primary Learning Center	16929 SW 104th Avenue. Miami, FL 33157	2 <sup>nd</sup> – 5 <sup>th</sup> grade SECOND DROP-OFF	Mrs. Twanda Jones-Ballard (Stationary)

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Underscore reflects additions to the 2015-16 narrative.  
~~Cross-out~~ reflects deletion of language in the 2015-16 narrative.