



MORTON & BARBARA MANDEL
RECREATION CENTER

AFTER SCHOOL PROGRAM

K-5th Grade

2026 – 2027 REGISTRATION

Resident registration: April 6

In-House Nonresident registration: April 27

Nonresident registration: May 4

Providing a safe, fun environment for over 30 years, the Palm Beach Recreation Department's After School Program offers peace of mind for parents and a variety of supervised group activities and special events for registered students. With a planned and customized enrichment activity built into each afternoon, students enjoy a dynamic mix of hands-on STEM experiments, creative arts & crafts, homemade baking challenges, and daily Fieldhouse time. These engaging experiences are just a glimpse of what our dedicated staff bring to life each day in this highly sought after program. Space is limited, so mark your calendars!

Palm Beach Public:

2:00 - 5:30pm

Residents:

\$265/month

Nonresidents:

\$330/month

Private School Rates:

3:00 - 5:30pm

Residents:

\$200/month

Nonresidents:

\$250/month

To register, email the completed forms to
recreation@townofpalmbeach.com

ABOUT US

Our After School Program is a fully supervised, high-energy experience led by professionally trained and background checked staff under the direction of Certified Park and Recreation Professionals. We provide a safe and supportive environment where students can learn, grow, and have fun. Each afternoon features thoughtfully planned enrichment opportunities that spark creativity and curiosity. Throughout the year, students also enjoy seasonally exclusive family events and monthly outreach experiences from partners such as the Cox Science Center, What's Cooking Kids, and the Kona Ice Truck, adding even more variety to the schedule. Age groupings, activities, and supervision levels are intentionally structured to meet the developmental needs of every participant, making our program a trusted and highly sought after choice for families.

REGISTRATION AND FEES

Resident Registration: April 6

In-House Nonresident registration: April 27

Nonresident Registration: May 5

Palm Beach Public School

2:00pm - 5:30pm Residents: \$265/month Nonresidents: \$330/month

Private School Rates (PBDA, Rosarian, etc.)

3:00pm - 5:30pm Residents: \$200/month Nonresidents: \$250/month



Space is limited with Residents of the Town having priority registration.

Proof of residency is required to receive Resident status.

All forms must be filled out and returned to recreation@townofpalmbeach.com prior to your child(ren) attending the programs. The following forms are required:

- **Information and Release Form (ONLINE- to be completed upon confirmation of registration)**
- **Payment Authorization Form (attached)**
- **Medication Form (if applicable)**
- **Discipline Policy & Procedures Form (attached)**

PAYMENT IS DUE ON OR BEFORE THE 20th OF EACH MONTH FOR THE UPCOMING MONTH.

If payment is not received by the 20th of the month a \$25.00 late fee will be charged. (If the 20th falls on a day the Recreation Center is closed, payment is due no later than 5:30p.m. the next business day). If payment is not received by the 25th of the month, your child may be removed from the program. A payment card will be kept on file for automatic payments. A receipt will be emailed upon processing payment.

Payment must be made prior to your child participating in the After School Program. Refunds will not be issued once a month has begun. Refunds will be issued for pre-paid months only if refund is requested by the 25th of the prior month. A \$15 processing fee will be applied to all refunds.

SIGN-IN/OUT PROCEDURES

SIGNING IN:

1. Public School participants will meet in the school quad and be escorted to The Mandel. We will coordinate pick-up with parents of Palm Beach Day Academy participants. Parents will receive an invitation to upload the **Procare App** as this app will be used for daily sign-in/out of the program. Activity Leaders will sign participants in to the program using the ProCare App upon arrival.
2. **The Town of Palm Beach is not responsible for a child until they sign in to the program.**

SIGNING OUT:

1. **CHILDREN MUST BE PICKED UP PROMPTLY AT 5:30 OR A LATE FEE WILL BE ASSESSED**
2. Activity Leaders will only be allowed to release a child to the parent/guardian or pre-arranged authorized person(s) (please notify the office if you are going to send someone not on your list to pick up your child). Tutors must sign your child out of the After School Program and sign them back into the program when done.
3. Upon picking up your child, you must check in with staff and sign out your child through the ProCare App, as staff may need to inform you about changes to the program, behavior issues, etc.
4. Parents must sign their child/children out daily. The only exception to this is the child designated to walk home from the program (5th grade only). We will not send a child out to a parent.
5. If a participant has not been picked up by 5:30pm, staff will attempt to contact the parent/guardian. If the parent/guardian cannot be reached by 5:45pm, staff will attempt to reach the emergency contacts listed on the child's release form. If staff is unable to reach parent/guardian/emergency contact by 6pm, staff will contact the Town of Palm Beach Police Department to pick up the child. The Police Department will work with Recreation Staff to facilitate pick up of the child through the Florida Department of Children and Families.

LATE PICK-UP FEES:

1. A late fee of \$5.00 per five (5) minutes will be assessed to anyone arriving after the designated conclusion of the After School Program. On the first incident, a warning will be given (pending time of pick-up). After the first incident, the late fee will be assessed.
2. Late fees are due at the time the child is picked up. If the child is continually picked-up late, the child may be removed from the program.

5:31 - 5:35PM: \$5.00
5:36 - 5:40PM: \$10.00
5:41 - 5:45PM: \$15.00
5:46 - 5:50pm \$20.00
ETC.



GENERAL INFORMATION

- 1.No child may leave his/her group without permission from Recreation Staff for any reason. All children must be supervised, regardless of age.
- 2.If enrolled in additional Recreation Department programs, you must notify the office of the days, times, and duration of the program, otherwise we cannot guarantee their participation.
- 3.It is recommended children leave all valuable items and electronics at home. **The Recreation Center is not responsible for lost or damaged items.**
- 4.All participant communication should be done through The Mandel's front desk, 561-838-5485.
- 5.Children riding bicycles should lock their bicycle at the bike rack located at the south side of the tennis pavilion.
- 6.The Town of Palm Beach does not provide participant accident insurance.
- 7.Parents are expected to go over all Recreation Center **Discipline Policies and Procedures** with their child prior to enrolling them in the program.

REQUIRED FORMS

All forms must be filled out and returned to recreation@townofpalmbeach.com prior to your child(ren) attending the programs. The following forms are required:

- Information and Release Form (ONLINE- to be completed upon confirmation of registration)
- Payment Authorization Form (attached)
- Medication Form (if applicable)
- Discipline Policy & Procedures Form (attached)



Please review all the information in this packet and fill out and return all required forms to the Palm Beach Recreation Department main office, 340 Seaview Avenue or email to recreation@townofpalmbeach.com If you have any questions regarding the After School Program, please call the main office at 561-838-5485.



**Town of Palm Beach Recreation Department
Payment Authorization Form**

RECREATION

A VALID FORM OF PAYMENT MUST BE KEPT ON FILE FOR MONTHLY REGISTRATION FEE PROCESSING AND ANY APPLICABLE LATE FEES. PLEASE PROVIDE YOUR UPDATED PREFERRED PAYMENT METHOD BELOW. ALL INFORMATION IS SECURELY MAINTAINED UNDER STAFF SUPERVISION IN YOUR STUDENT'S FILE.

PAYMENT AUTHORIZATION

I AM REGISTERING THE CHILDREN BELOW FOR THE 2026-2027 AFTER SCHOOL PROGRAM:

CHILD #1 FULL NAME _____

CHILD #2 FULL NAME (IF APPLICABLE) _____

CHILD #3 FULL NAME (IF APPLICABLE) _____

I _____ HEREBY AUTHORIZE THE TOWN OF PALM BEACH TO CHARGE THE CREDIT CARD ACCOUNT NUMBER LISTED BELOW FOR THE TOTAL COST OF THE AUGUST 26-27 PAYMENT (OR INCLUDE ADDITIONAL MONTHS AS NOTED BELOW) FOR THE AFTER SCHOOL PROGRAM FOR EACH CHILD LISTED ABOVE. I CERTIFY I AM AN AUTHORIZED SIGNER ON THIS CARD AND THE CREDIT CARD NUMBER AND SIGNATURE BELOW ARE THE SAME AS THOSE ON FILE WITH THE CREDIT CARD ISSUER.

CREDIT CARD #

EXPIRATION DATE

CVV#

NAME AS IT APPEARS ON CARD (PLEASE PRINT)

SIGNATURE OF CARD HOLDER

CHECK HERE TO PAY FOR ADDITIONAL MONTHS IN ADVANCE:

AUG__ SEPT__ OCT__ NOV__ DEC__ JAN__ FEB__ MAR__ APRIL__ MAY__

Signature of Participant/Parent/Guardian

Date



**TOWN OF PALM BEACH RECREATION DEPARTMENT
PHYSICIAN'S AUTHORIZATION OF MEDICATION**

Since there is no medical personnel at the Recreation Center to administer medication, careful consideration should be given by the parent or guardian to ordering or administering medication in a manner so that it is not necessary to administer to the participant while at the Recreation Center.

MEDICATION MUST BE IN ORIGINAL CONTAINER.

NAME OF CHILD: _____ BIRTH DATE: _____

NAME OF MEDICATION: _____ Order Exp.(Date) _____

Desired action of medication (optional) _____

Form of medication: pill capsule inhalation liquid injection

Other (specify) _____

Dosage (amount to be given) _____

How often and at what time: _____

Symptoms of adverse reaction to medication: _____

NAME OF MEDICATION: _____ Order Exp.(Date) _____

Desired action of medication (optional) _____

Form of medication: pill capsule inhalation liquid injection

Other (specify) _____

Dosage (amount to be given) _____

How often and at what time: _____

Symptoms of adverse reaction to medication: _____

The parent/guardian knows of this request and has agreed to supply this/these medication(s) as needed. Should the student manifest any of the above symptoms which may be caused by the medication, I understand that the parent will be contacted and the Palm Beach Recreation Department directive relating to emergency care will be followed.

Physician's Name (print) _____

Physician's Signature _____ Date _____

License # _____ Telephone # _____

I hereby give my permission for my child (named above) to receive medication while enrolled in a recreation department program. I understand the Town of Palm Beach undertakes no responsibility for either the administration of the medication or for the failure to administer or to dispense the medication. This medication has been prescribed by a licensed physician. I hereby release the Town of Palm Beach, its officers, agents and employees from any and all liability that may result from my child taking the medication or for the failure to take said medication.

Parent/Guardian Signature _____ Phone # _____ Date _____

(For Administrative Use Only) Names and Titles of persons to administer medication(s)

1. _____ 2. _____ 3. _____

Approved By: _____ (Director's Signature)



Town of Palm Beach Recreation Department
After School Youth Program
Discipline Policy & Procedures

AFTER SCHOOL PROGRAM PARTICIPANTS SHALL:

- Show respect for all program staff. Follow directions the first time given.
- Show respect for all program participants. Keep hands, feet, arms, etc. off other participants.
Fighting will not be tolerated.
- Not verbally threaten staff or participants.
- Report any incidents, perceived or otherwise, of bullying or threatening behavior to staff immediately!
- Use conduct which demonstrates appropriate and acceptable behavior. Dangerous behavior, including horseplay, which could cause harm to others, is unacceptable.
- Show respect for other people's property. Shall not handle, touch, or use another person's property, or Recreation Department property designated for the program, without prior permission.

Restitution: Any property belonging to other participants or the Town which is maliciously damaged, broken or stolen will have to be replaced; therefore, restitution is required from participant(s) involved in the infraction.

- Stay with your Activity Leader and/or assigned activity. Participants shall not hang out or play in the restrooms or any room in the Recreation Center which is not specifically designated for an After School Program activity without permission from a staff member.
- Not possess, display, or use any object which could harm another person.
- Not use profanity or obscene and abusive language or gestures.
- Not gamble on any type of game or activity while on Recreation Center property.
- Not participate in or encourage any activity which is disruptive to the general peace and welfare of the Recreation Center or related functions.
- Observe and obey all facility rules and procedures.

DISCIPLINARY ACTIONS:

Try as we might, sometimes we make bad decisions and poor choices, and because all of our choices have consequences, we have established the following disciplinary actions to help redirect negative behavior.

Positive reinforcement is utilized whenever possible; however, at times, more progressive discipline is needed. Staff have been instructed to discuss a child's behavior with them before and after the incident to allow the child to change the behavior and learn from their mistakes.

When discussion isn't enough, we will utilize the following to deter negative behavior:

1st infraction:

Counselors discuss behavior with child, Warning/Time out of activity may be given

2nd infraction:

Warning/Time out of activity,

Child may be sent to the office, parent contacted to help redirect the behavior

3rd infraction:

Child sent to the office, parent contacted, possible suspension from the program

Expulsion from the program will be necessary if a behavior problem continues and/or the participant is not willing to change his or her conduct.

Severity Claus: Certain behaviors of a serious nature, which pose a threat to the physical well-being of program participants or staff, or involve major property damage, will result in immediate suspension or expulsion.

Please read the preceding rules and procedures with your child and make sure they understand them. Your support of this disciplinary procedure is important and will help to ensure the safety of all the children while participating in the Recreation Department's After School Program. Please sign, along with your child, the Discipline Policies and Procedures form and return to the Recreation Department Administrative Office.

If you have any questions or concerns regarding these rules or procedures, please contact the main office at 561-838-5485.



2025-2026 After School Youth Program and Discipline Policies & Procedures Form

RECREATION

I have received and read a copy of the Recreation Department's After School Youth Program and Discipline Policies and Procedures. I understand it is my responsibility to go over this information with my child/children and to instruct my child/children to follow these rules. I am also aware of the consequences which may be implemented in the event my child does not follow these rules.

Signature of Parent/Guardian

Date

Signature of Participant

Date