

Palm Beach County Parks & Recreation Department/Out of School Programs

Middle School After-School Program, School District of Palm Beach County

Recreation Consultant Background Check Approval Process

Prior to becoming an approved Recreation Consultant, a Nationwide Background Check must be conducted and approved by the School District of Palm Beach County Police. To initiate this background check process, prospective Recreation Consultants must complete the following:

- ▶ Complete and submit the Recreation Consultant Application (includes the Code of Conduct Form).
- ▶ Meet with Parks and Recreation Department for interview and program overview.
- ▶ Submit and receive approval for each Recreation Module being offered.
- ▶ Have scheduled modules and a pending contract to work in the Middle School After-School Program.

Recreation Consultant Application and Module forms are to be submitted to:

Palm Beach County Parks & Recreation Department

Attn: Melissa Vazquez

2700 6th Avenue South

Lake Worth, FL 33461

(561) 963-6702

Mvazquez@pbcgov.com

Once your contract is ready to be processed you will be contacted by the Middle School After-School Office. All prospective Recreation Consultants must have a Nationwide Background Check conducted and approved by the School District of Palm Beach County Police (this includes substitutes and volunteers). Upon approval, the Recreation Consultant will be issued a School District photo ID badge with an expiration date on the badge. Prior to the expiration date on the photo ID badge, School District Police requires all Recreation Consultants to renew their Nationwide Background Check (every five (5) years) and annually, School District Police will conduct the Florida Department of Law Enforcement (FDLE) Background Check and photo ID badge renewal. All fees for Background Checks are to be paid by the prospective consultant. Please contact the Middle School After-School Office at (561) 982-0925 for the cost of all background checks.

Please contact School District Police to make arrangements to pick up your photo ID. Once you have received your photo ID you are cleared to work in Palm Beach County Schools. The Photo ID is required at all times when working in the schools, Consultants will not be allowed on campus without it.

If the results are unfavorable:

- ▶ Written notification will be sent to the individual (details of disqualifying offense(s) are provided), OR
- ▶ Written notification will be sent to the business (if any) that employs the individual. Details of disqualifying offense(s) are **NOT** provided.
- ▶ The individual will have the opportunity to appeal the disqualifying offense.

Although the Parks and Recreation Department will be notified of the prospective Recreation Consultant clearance status by the Middle School After-School office, they will not be given details of the disqualifying offense(s). Be advised that all information is confidential and the School District is not at liberty to discuss any disqualifying offenses with any business that employs Recreation Consultants.

In order to maintain current records, please provide written notification of additions or deletions to your list of employees working as Recreation Consultants, making sure to include individuals that may work on a substitute or volunteer basis. Please submit to:

The Safe Schools Institute.
Attn: Olivia Rogers, Out of School Programs Manager
1790 NW Spanish River Blvd
Boca Raton, FL 33431
Rogerso@palmbeach.k12.fl.us

If you have any questions or need further information, contact Kathy Bolander at (561) 966-6628. We thank you for assisting us in ensuring that our youth are learning unique skills and participating in exciting leisure opportunities in a safe, fun-filled environment.