

Extended Day Program

Parent Handbook



Calcasieu Parish School Board

Produced by the Internal Auditing Department

July 2011

2011-2012 Extended Day Program Locations:

Brentwood Elementary

College Oaks Elementary

Cypress Cove Elementary

T.S. Cooley Elementary

Dolby Elementary

Fairview Elementary

Frasch Elementary

Gillis Elementary

Henry Heights Elementary

Kaufman Elementary

E.K. Key Elementary

Lebleu Settlement Elementary

Maplewood Elementary

Moss Bluff Elementary

Nelson Elementary

Oak Park Elementary

Prien Lake Elementary

St. John Elementary

R.W. Vincent Elementary

Vincent Settlement Elementary

T.H. Watkins Elementary

Western Heights Elementary

Westwood Elementary

**Please contact your school's
Extended Day Program Site**

**Director if you have any
questions.**

*Additional Extended Day Program
information can be found on the*

*Calcasieu Parish School Board's website
at www.cpsb.org and selecting the*

*"Parents/Students" tab, then selecting
"Extended Daycare."*

2011-2012 School Year Extended Day Rates:

Registration: \$30.00 per child (Includes secondary insurance)

	First Child in Family	Each Addl' Child
Full Time Weekly Tuition	\$40.00	\$25.00
A.M. Only Weekly Tuition	\$12.00	\$6.00
P.M. Only Weekly Tuition	\$35.00	\$20.00
A.M. Drop-In Fee	\$4.00	\$2.00
P.M. Drop-In Fee	\$10.00	\$5.00
Non-School Day (Where Offered)	\$20.00	\$10.00
Half-School Day (Where Offered)	+ \$5.00	+ \$5.00

Elementary School Extended Day Program

Contact Information:

E.D.P. Site Director's Name

Site Director's Contact Number



"All children are important to us."

Purpose

The purpose of the Extended Day Program is to provide parents of elementary and middle school students in Calcasieu Parish Public Schools the option of before and after school child care. This service is offered to students who are at least four years of age and are currently enrolled in participating schools. Participation is voluntary.

Philosophy

The goal of the program is to provide a healthy and secure environment before and after school for children in Calcasieu Parish. It is the intent of the program to provide an atmosphere which affords each child an opportunity to enhance intellectual, personal, social, and physical development. The Extended Day Program facilitates successful experiences which promote positive self-concepts and generates an attitude of mutual respect and cooperation.

Availability

The Extended Day Program is available on regular school days. All programs offer afternoon sessions which begin when school is dismissed and extend until 6:00 p.m. Some sites also have morning and/or holiday hours. An Extended Day Summer Program is also available at some consolidated locations.

Child Care Assistance

Parents who wish to apply must contact the Child Care Assistance Parish Office by phone at 491-2211. The office will mail an Application for Child Care Assistance. Parents must complete the form and submit it to the CCA Parish Office.

Extended Day Program Child Care Assistance Policies

Calcasieu Parish School Board Extended Day Programs have the following policies with regard to families on CCA:

1. All Extended Day fees are payable in advance.
2. The parent/guardian is required to pay 100% of tuition fees in advance each week until the Extended Day Program begins receiving payments from CCA. As the school receives payments from CCA, your account will be credited which will decrease your next payment

All Child Care Assistance parents are required to sign a "Parent Awareness of CPSB Child Care Assistance Policies Form" acknowledging their understanding of the Calcasieu Parish School Board's policies with regard to Child Care Assistance.

Status Change Form

In the event that a parent would want to change their child's tuition status (i.e. from Drop-In to P.M. Only) during the year, an Extended Day Program Status Change Form must be completed by the parent and submitted to the Extended Day Site Director for his/her approval. Tuition status changes should be limited. Parents are not permitted to change tuition status repeatedly throughout the year.

Late Pick-Up Fees

Extended Day closes at 6:00 p.m. daily. Late fees are charged for children leaving after this time. A late fee is assessed to each student that is not picked up by 6:00. (i.e. If a parent is late picking up three children from Extended Day, the parent would be charged three late fees.)

Fees for NSF Checks

A \$25.00 fee will be assessed against all writers of NSF checks. Once a person has given an NSF check to the program, the school Principal and Site Director will determine whether to accept future payments by check.

Snacks

Snack arrangements vary by Extended Day location. Please ask your Extended Day Site Director to explain what the snack procedures are at your school.

IRS Statements

A summary of childcare expenses will be provided for tax purposes at the end of the year.

Conduct Policy and Discipline Procedures

Conduct policies and discipline procedures have been established in order to assure a safe, secure, and orderly atmosphere and are established in the best interest of all the children. Parents are required to sign a copy of the Conduct Policy and Discipline Procedures each school year.

Daily Activities

Extended Day Programs provide a variety of activities including the following:

- Supervised homework
- Storytelling
- Outside play (weather permitting)
- Table games
- Special projects

** It is the child's responsibility to know what homework is to be completed and to have all supplies. The supervised homework is not a tutoring service, but questions are answered and homework is monitored.*

Requirements Related to Registration

Calcasieu Parish Public School elementary and middle school children are eligible for the participation in the Extended Day Program if they meet all of the following criteria:

- Attend a school where the program is offered.
- Are at least 4 years of age.
- Are potty trained and able to use the bathroom by oneself.

Because the Extended Day Program is self-funded through parent registration and tuition fees, only consolidated Extended Day Locations will be staffed with a full-time nurse on duty. The parent of a disabled student requiring nursing care must contact the Extended Day Program's Site Director so that a determination can be made as to whether an Extended Day location will be able to reasonably accommodate the child's needs.

Family Registration Form

Each child must have a completed and signed Extended Day Program Family Registration Form on file before participating in the program. This information should be current and readily accessible in case of an emergency. This form must be completed for each child that will be participating in the program each school year and summer.

Parents are asked to provide emergency contact information for the well being of each child. Safety is of utmost importance.

For the safety of each child, medical alerts such as asthma, allergies, ADHD, and diabetes must be indicated on the registration form.

Medication requirements should be discussed with the Site Director, and separate forms are to be completed prior to registration. Not all sites are certified to administer medication. If there are no medical alerts, parents must respond with an answer such as "No known health problems."

Registration and Insurance Fees

Registration

A registration fee is assessed to each student that will be participating in the Extended Day Program. Registration fees must be paid prior to a student's participation whether the participation is attending on a weekly or drop-in basis.

Insurance

Upon registration, each child will be required to purchase accident insurance. This supplemental policy covers students only while they are in attendance at the Extended Day Program.

Tuition

Tuition is the basis of financial funding in this self-sufficient program. Tuition is to be paid in advance, and Extended Day balances must be current at all times.

Tuition Options

The Extended Day Program offers two different tuition status options, weekly tuition and drop-in tuition. The parent will indicate on the Family Registration Form whether they want to be charged tuition on a weekly or drop-in (daily) basis. The tuition option chosen at registration is permanent and is only permitted to be changed in the event of a life-altering occurrence such as the loss of a job. No refunds are made for absences for either tuition option.

1. Weekly Tuition

Weekly tuition is charged each week at a fixed rate and is not based on the number of days that the student attended during the week. (i.e. If a child is billed weekly (A.M. Only, P.M. Only, or Full Time) and attended one day during the week, the child would be billed the full weekly tuition rate.)

2. Drop-In Tuition

Drop-In tuition is a daily rate that is charged each day that a child is in attendance. (i.e. If a child is billed as a P.M. Drop-In and attended two days during the week, the child would be billed for two drop-in days.)

Additional Child Discount

Families with more than one child registered in an Extended Day Program will be required to pay the full amount of tuition for one child. Siblings will be charged at a discount rate.