



Calcasieu Parish School Board

BUILDING FOUNDATIONS FOR THE FUTURE

Karl Bruchhaus, Superintendent

EXTENDED DAY PROGRAM

Summer 2020
Parent Handbook

School Name:

E.D.P. Site Director:

E.D.P. Site Director E-mail:

E.D.P. School Phone Number:

E.D.P. Cell Phone Number:

Introduction

We understand how important dependable, quality child care is to your family and we will strive to meet your child's needs during the hours he/she is not in school. This handbook is a comprehensive guide to understanding the policies and procedures of the Extended Day Summer Program. Please read it carefully, and keep it handy for future reference throughout the summer. As a parent or guardian of a child enrolled in our Extended Day Program, we value your involvement. If you have any questions, please feel free to ask to the Program's Site Director.

Purpose and Philosophy

The purpose of the summer Extended Day Program is to provide parents of elementary students in Calcasieu Parish Schools the option of summer child care. All participation is voluntary. The goal of the program is to provide a healthy and secure environment during the summer months 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.

Registration Requirements

Calcasieu Parish Public School elementary children are eligible for the participation in the summer program if they are at least four years of age and are potty trained and able to use the bathroom by oneself. Fifth grade students transitioning to sixth grade are allowed to register in the summer Extended Day Program. Students from other schools and/or parishes will be allowed to register in the summer program with the principal's approval.

Summer Availability

The summer program is offered on weekdays. The principal will determine what time the program opens. All programs close at 6:00 p.m.

Daily Schedule

Both indoor and outdoor activities are offered. Most activities are offered at the school site; however, field trips are scheduled periodically. The Site Director will provide a calendar to parents reflecting the scheduled summer activities.

Snacks / Lunch

Students should bring a sack lunch and their own snacks; or, if offered, students may bring money to purchase snacks from the school's vending machine. As we may be unable to refrigerate food, please send snacks and lunches in an insulated lunch box/bag with ice packs. We will not heat/re-heat food. Specific snack/lunch arrangements will be provided by the Site Director.

Registration

Registration requires completion of all registration forms and payment of a nonrefundable registration fee.

The student's Extended Day balance from the school year must be paid in full in order to enroll in the summer program. A student may not have a balance due at any CPSB Extended Day Program prior to enrolling in the summer program.

Emergency Dismissal and School Closing

During the year it may become necessary to dismiss students early or close the program due to an emergency situation. Emergency information on file for each child should be accurate and current. Revisions should be made as information changes.

Tuition Options

The C.P.S.B. summer program offers two different tuition options, monthly tuition and drop-in tuition. The parent/guardian will indicate on the Family Registration Form whether they want to be charged tuition on a monthly or drop-in (daily) basis. (See the Extended Day Program's Tuition and Fee Policies attached.)

- **Monthly Tuition**
 - Monthly tuition is due on the first of the month. Tuition, in full, must be received by 6:00 p.m. on the 20th of the month to avoid assessment of a late payment fee, per student, even when the student is not in attendance. If all past due balances and fees are not paid by the 20th of the month, students will not be permitted to re-enter the program until past due balances are paid in full.

- **Drop In Tuition**
 - Drop-in tuition is a daily rate that is charged each day that a child is in attendance.

 - A late payment fee is assessed when payment is not made at the time the drop-in service is utilized. Students may not utilize the drop-in service if any past due balance is unpaid.

Tuition Status Change

A tuition status change may be made one time during the summer and only if there is no past due balance on the account. Changes in tuition status will require signing the Status Change Form. Additional status changes will incur an additional registration fee (\$30), per child. Status changes to drop-in will not be considered for any student who has a balance due.

Tuition Express and Fee Policies

- Tuition and fees are payable by cash, check, money order, or via Tuition Express (Visa/MC).
 - Parents can swipe their card at the Check-in station to view and pay their bill.
 - Parents can create a Tuition Express account at TuitionExpress.com and pay their bill online.
 - Parents must register (once) to establish a username and password they'll use each time they log in.
 - Parents will click the Register Here link (left side) to set up their account.
 - The parent enters the Tuition Express ID number that was given to them by the Extended Day staff.
 - The parent enters the Registration Code which is **3310** for everyone.
 - The parent selects a Username and Password, then confirms the password and clicks Register.
 - Once registered, parents will be able to pay their bill on Tuition Express.com via their debit or credit card.
 - A \$10.00 fee will be assessed for declined credit card transactions.

- Nonpayment or continued untimely payment of tuition/fees will result in termination.

- The Program is not responsible for interruptions in the delivery of the U.S. Postal Service which may delay receipt of payment. The Program is not responsible for payments sent in students' backpacks or left at the school office.
- Payments made by swiping a credit/debit card at the program's check-in station are processed immediately. Payments made online via tuitionexpress.com have a processing time of up to three business days. In order to avoid the assessment of late payment fees, payments made online at tuitionexpress.com should be made in advance to account for processing time.
- The Program reserves the right to require payment by cash or money order.
- Students may not transfer to another CPSB Extended Day Program, re-enter any Program, change status to drop in or continue in the program with a balance due.

Attendance Tracking

Student attendance is tracked via the ProCare software. Staff will assist students with checking in at the Check-in station whenever they arrive in Extended Day. Students will check in via a finger scanner. Parents and authorized pickups will be required to check their child out using the finger scanner. Children are released only to a parent, guardian, or person designated on the Family Registration Form on file (photo I.D. required).

Field Trips

Most C.P.S.B. summer programs take two field trips per week. Field trips are provided to a variety of sites within Calcasieu parish. Examples are libraries, parks, movie theatres, skating rinks, bowling, Children's Museum, etc. School buses are used as field trip transportation. A completed C.P.S.B. Parent-Guardian Permission Form must be obtained for each trip.

Field Trip Fees

Admission fees will be paid by each student. Parents should send an envelope with the child's name on it the day of the field trip containing payment (exact amount) for the field trip. Due to the fact that summer programs do not keep cash on hand, correct change is required. Due to the fact that money is not permitted in the school overnight, field trip money will not be accepted prior to the day of the field trip. At the beginning of the summer, Site Directors will provide parents with the field trip dates and the cost of each trip.

Mandated Reporters

The Calcasieu Parish School Board shall endeavor to ensure that all instances of child abuse and/or neglect are reported in accordance with appropriate state and local laws and regulations. Extended Day Program employees, as school staff members, are considered mandatory reporters of child abuse and/or neglect.

Conduct Policy and Discipline Procedures

Conduct policies and discipline procedures have been established to ensure a safe, secure, and orderly atmosphere and are established in the best interest of the children. At registration, parents/guardians must sign copy of the program's Conduct Policies and Discipline Procedures.

Cell Phone and Electronics Policy – Summer Program

Students are not permitted to bring cell phones to the summer program. Cell phones brought to the summer program will be confiscated by staff and given to the parent/guardian at dismissal. The program is not responsible for theft, loss, or damage to cell phones regardless of circumstances.

Electronic devices such as handheld game systems, I-pads, I-pods, e-readers, and similar devices are allowed, provided the device is not also a working cell phone. All content on devices must be appropriate for any child within viewing range to see.

Students will only be permitted to use devices at the Electronics Center during scheduled times throughout the day (not to exceed a total of two hours per day). The Electronics Center is a designated table for students to locate when using the approved devices. Students are not permitted to share devices or to gather and watch another's device. While in use, all devices must be visible to staff. Only students with devices will be allowed in the Electronics Center. The use of devices outside of the Electronics Center is strictly prohibited.

Students are not permitted to keep internet devices on-hand or with their personal belongings. Internet capable devices must be signed in with staff upon arrival. Internet capable devices will be stored by staff and will be provided to the child whenever he/she is at the Electronics Center. Students are only permitted to use internet devices via CPSB wi-fi at the designated Electronics Center.

The program is not responsible for theft, loss, or damage to electronics regardless of circumstances. Failure to comply with the cell phone and electronics policy will result in disciplinary action.

Child Care Assistance

The Department of Education will provide partial tuition for children who qualify for child care assistance. Calcasieu Parish School Board Extended Day Programs have the following policies with regard to families on Child Care Assistance:

- All Extended Day Fees are payable in advance.
- The parent/guardian is required to pay 100% of all tuition fees in accordance with the tuition and fee policies. As the school receives payments from Child Care Assistance their account will be credited which will decrease their next payment.

Summer Program Registration Packet (forms attached)

In order to register for a CPSB Summer Program, the following forms must be completed and submitted to the Extended Day Site Director. Registration paperwork will only be accepted with payment of the registration fee.

1. Finger Scan Permission Form
2. Family Registration Form
3. Photo/Video Release Form
4. Registration Requirements & Conduct Policies and Discipline Procedures
5. Parent Questionnaire (optional)