



Calcasieu Parish School Board

BUILDING FOUNDATIONS FOR THE FUTURE

Karl Bruchhaus, Superintendent

EXTENDED DAY PROGRAM

2019-2020

Parent Handbook

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 Extended Day. Please read it carefully, and keep it handy for future reference throughout the year. 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 Extended Day Program is to provide parents of elementary students in Calcasieu Parish schools the option of before and after school child care. All participation is voluntary. 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.

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. Extended Day summer programs are also available at some consolidated locations.

Registration

Registration requires completion of all registration forms and payment of an annual nonrefundable registration fee (per child), plus the monthly tuition for the first month of services (if registering to be billed on a monthly basis).

Students may not have a balance due at any CPSB Extended Day Program prior to enrolling. A registration packet is attached to this handbook for your convenience. It is the parent/guardian's responsibility to keep all pertinent information current.

Registration Requirements

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

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

Cell Phone and Electronics Policy – School Year

Cell phones and electronic devices are not permitted in before or after school programs. The program is not responsible for theft, loss, or damage to cell phones and/or electronics, regardless of circumstances. Failure to comply with the cell phone and electronics policy will result in disciplinary action.

(See the C.P.S.B. Summer Program Parent Handbook for the Cell Phone and Electronics Policy for the summer programs.)

Tuition Options

The 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.

• Monthly Tuition

- Monthly tuition has been calculated based on the number of weeks that school is in session, and the annual cost has been allocated evenly over the months of September through May. As an aid to parents at the beginning of the school year, August tuition is provided at a discounted rate.
- 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.
- Monthly tuition is not prorated for short weeks, acts of God or circumstances beyond our control, or when termination occurs on any day of the month.
- Accounts are billed monthly, regardless of attendance.
- When termination occurs during any part of a month, unused monthly tuition is nonrefundable. The parent is responsible for signing a Termination Form in order to withdraw from the program and stop monthly billing.
- Families who have children in attendance on alternating weeks will be expected to pay the full monthly tuition regardless of custody issues.

• 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.
- Pre-paid drop-in tuition for days when no attendance occurred will not be refunded.

Tuition Status Change

A tuition status change may be made two times per school year 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 TuitionExpress.com via their debit or credit card.
 - A \$10.00 fee will be assessed for declined credit card transactions.
 - Balances reflected on TuitionExpress.com are updated periodically and therefore may not always reflect recent account activity.
 - **Tuition Express Processing Times**
 - Payments made by swiping a credit/debit card at the program's Check-in station are processed immediately.
 - Payments made via TuitionExpress.com have a processing time of up to three business days. In order to avoid assessment of late payment fees, payments via TuitionExpress.com should be made in advance in order to account for processing time.
- 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.
- 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.

Daily Schedule

All Extended Day Programs use the following after school schedule:

<i>Dismissal of School until 4:00</i>	<ol style="list-style-type: none"> 1. <i>Roll</i> 2. <i>Restroom</i> 3. <i>Snack</i> 4. <i>Student Choice: Supervised Homework or Activity Centers</i>
<i>4:00 – 5:00</i>	<ol style="list-style-type: none"> 1. <i>Outside games/free play (children are expected to go outside when weather permits, if not, indoor games/free play should be offered)</i>
<i>5:00 – 6:00</i>	<ol style="list-style-type: none"> 1. <i>Restroom</i> 2. <i>Optional: Inside games/free play, Activity Centers, Movie</i>

Tax Statements

An IRS Form W-10 and a summary of childcare expenses will be provided to parents in January for tax purposes.