



**EXTENDED DAY PROGRAM
POLICIES AND PROCEDURES MANUAL**

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SECTION A

PROGRAM OVERVIEW

(A) PROGRAM OVERVIEW

Manual Interpretation

This manual is intended to provide Extended Day employees with a general understanding of the Calcasieu Parish School Board Extended Day Program policies and procedures. Knowledge of the policies and practices of the Extended Day Program is important to your work. You are expected to understand and work in accordance with the policies contained herein. All programs must use the forms in the appendix of this manual. Any other forms used for the program must be approved by the Internal Auditing Department prior to distribution. Principals, Extended Day Program Site Directors, and Bookkeepers are required to submit an "Extended Day Program Policies and Procedures Manual Sign-Off Sheet" (see appendix A1) to the Internal Auditing Department upon hire and at the beginning of each school year thereafter. Should you have additional questions, please contact the Internal Auditing Department.

Purpose

The purpose of the Extended Day Program is to provide parents of elementary students in Calcasieu Parish Public Schools the option of before and after school childcare. This service is offered to students at least four years old and currently enrolled in participating schools. All 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. The program's intent is to provide an atmosphere which gives each child an opportunity to enhance intellectual, personal, social, and physical development.

Daily Schedule

Extended Day Programs must implement the following daily after school schedule:

Dismissal of School – 4:00	<ol style="list-style-type: none">1. Roll2. Restroom3. Snack4. Student Choice: supervised homework or activity centers
4:00 – 5:00	<ol style="list-style-type: none">1. Outside games/free play (Children are expected to go outside when weather permits; if not, indoor games/free play should be offered.)
5:00 – 6:00	<ol style="list-style-type: none">1. Restroom2. Optional: inside games/free play, activity centers, or homework

Daily Schedule (Continued)

All items listed (except optional items) must be done each day. Deviations from the schedule are allowed for special planned activities. Items listed within a block may be completed in a different order than listed. For example, from the dismissal of school until 4:00, you may choose to take roll first, do homework/activities, then do restroom and snack. However, all these items must be completed between the dismissal of school and 4:00.

*Activity Centers may include (but are not limited to) games, arts and crafts, Legos, puzzles, etc.

Weekly Schedule Checklist

Weekly Schedule Checklists (*see appendix A2*) must be completed indicating the schedule that was followed each day. The week covered should be referenced at the top of the page. The Site Director or his/her designee must enter a checkmark in the corresponding box indicating that the item was done. Any deviations from the schedule must be noted. Two Extended Day staff members (which may be the Site Director, Bookkeeper, Assistant Site Director, and/or support workers) must sign the checklist each day attesting to the accuracy of the schedule. Weekly Schedule Checklists should be maintained on file. Copies of Weekly Schedule Checklists for the month should be included with your financial statement that is submitted to Internal Auditing.

Cell Phones 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 Section F – Summer Program for the cell phone and electronics policy for summer programs.)

Parent Handbook

Each school site will provide a handbook for parents. A sample, print-ready, parent handbook will be provided to Site Directors at the Extended Day in-service each year. Site Directors should add a letter to parents in the handbook to give specific information about the individual site. (Specifics should include contact information, program locations within the school, drop-off / pick-up map, snack arrangements, and other information.)

Curriculum

The Site Director is responsible for planning and implementing activities for students on a monthly basis, considering individual student interest and capability. The Site Director should coordinate and supervise the program's activities in conjunction with the other staff. The Site Director should design a monthly activities calendar to be distributed to parents in advance. Our goal is to make Extended Day a place that children enjoy.

Snacks

Each Extended Day Program will determine its own option from the following methods of providing snacks during the school year:

- Each student may bring an afternoon snack from home.
- Snacks may be purchased from school concessions where available.
- The Food Services Department may provide snacks for Extended Day Programs. Contact the Food Services Department for information.

Photo/Video Release Form

Each student should have signed "Photo/Video Release Form" (*see appendix A3*) on file with the Extended Day Program each year. This form gives permission for children to be photographed and/or recorded on video in connection with Calcasieu Parish Extended Day Program activities. These recordings become property of the Calcasieu Parish Extended Day Program and may be used in in-service presentations and displays, informative brochures, etc. No photos or videos of students are to be shared via text or social media.

Site Information Form

The Site Information Form provides Extended Day Program information such as location, contact phone numbers, employees, enrollment, snack arrangements, hours of operation, and students requiring special accommodations. The Extended Day Program Site Information Form (*see appendix A4*) should be completed for each Extended Day Program every school year and submitted to the Internal Auditing Department.

A Site Information Form should also be completed for all summer programs and submitted to the Internal Auditing Department.

E-mail Requirements

Site Directors and Bookkeepers must have a C.P.S.B. e-mail account that is checked regularly.

Phone Requirements

Programs must have a working landline to allow immediate access to employees. In addition to the landline phone, the program must have a pre-paid cell phone. Both phone numbers should be provided to parents and the Internal Auditing Department. The cell phone must be carried when staff is away from the landline phone (i.e., outside on the playground.) The pre-paid cell phone will be considered property of the Extended Day Program (not the Site Director) and must be kept at the school. The phone should be used for Extended Day purposes only. Parents should be given the cell phone number as an additional contact number in case they are not able to reach EDP staff on the landline. Pre-paid cell phone expenses will be reimbursable to the school and/or employee as per the Extended Day purchasing policy.

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. The Principal has the determination of what time their summer program begins, but all summer programs close at 6:00 p.m.

Holiday Openings

Extended Day sites are not encouraged to open when Central Offices are closed. However, some sites choose to remain open for students during school holidays. Sufficient attendance is necessary to support expenses (i.e., salaries on those days.)

- To attend on a school holiday, a student must be presently registered at a Calcasieu Parish Extended Day site.
- Tuition for holidays is required in advance.
- Each student will bring a sack lunch. Lunches will not be heated.
- Detailed plans must be projected in case of emergencies.
- The Internal Auditing Department must be notified at least one week in advance of a holiday opening by submitting a "Notification of E.D.P. Holiday Opening Form" (*see appendix A5.*)
- If a school with an Extended Day Program is a designated voting location, then the program must be closed during voting hours.

It is the Principal's discretion whether children enrolled in different C.P.S.B. Extended Day Programs will be allowed to attend their Extended Day location during holidays.

If an Extended Day site accepts children registered at other C.P.S.B. Extended Day locations, the Site Director must obtain a "Verification of Enrollment for EDP Transfers Form" (*see appendix A6*) from the school that the child is registered. Children registered at another C.P.S.B. Extended Day location should not be charged a registration or insurance fee at the holiday site.

REGISTRATION

Requirements Related to Registration

Calcasieu Parish Public School elementary school children are eligible for the participation in the Extended Day Program if they meet all 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

Extended Day Programs located at elementary schools are only permitted to accept elementary children. (Fifth graders going to sixth grade can attend summer programs located at elementary schools.)

Requirements Related to Registration (continued)

No student will be allowed to register in the program until insurance and registration fees have been paid. No student will be allowed in the program unless the account is current and all prior year and/or summer program fees are paid.

All students with special needs must be accommodated. Please refer to the Special Education Department for guidelines regarding any required additional staff. Internal Auditing must be notified to determine and evaluate the financial impact of the accommodations.

Family Registration Form

Student information forms including emergency information and medical information must be collected for each child and kept on file. Each child must have a completed and signed "Extended Day Program Family Registration Form" (see *appendix A7*) 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 participating in the program each school year and summer.

Parents are asked to provide emergency contact information for the well-being of each child. Students will only be released to individuals listed on the Family Registration Form. The program will not accept notes or phone calls to allow someone else to pick up a student. The parent must add the person to their Family Registration Form.

In emergency situations, a parent may send an email from the email address on file to add an authorized pick-up to the list. The email must be printed and attached to the Family Registration Form.

Authorized pick-ups listed in ProCare must match the most current Family Registration Form. All staff should be instructed to ask for photo identification to verify that the person is authorized to pick up the child. Staff should monitor the check-in station to ensure that the person is an authorized pick-up person. 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. If there are no medical alerts, parents must respond with an answer such as "No known health problems."

Parent Questionnaire

A Parent Questionnaire (*appendix A23*) is an OPTIONAL form for parents to submit upon registration in the program. The information provided in the Parent Questionnaire will aid the program in making any special accommodations necessary. Parent Questionnaires are strictly confidential and must be filed in a locked file cabinet separate from the other registration forms. Employees are not permitted to discuss information provided on the Parent Questionnaire with anyone other than the school and central office employees. If you need to speak with a parent or guardian regarding information provided on the Parent Questionnaire, you must do so in private.

Registration and Insurance Fees

- **Registration**

A registration fee is assessed to each student participating in the Extended Day Program. Registration fees must be paid prior to a student's participation whether the child is attending on a monthly or drop-in basis. After January, the Principal may opt to prorate registration or waive it completely for the remainder of the school year.

- **Insurance**

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

If a child paid an insurance fee at one Extended Day site, then that child should not be required to pay the insurance fee again at a different Extended Day site during the same school year. The Site Director of the new school that the child will be attending should contact the Site Director of the school where insurance fee was paid and request verification of the child's coverage via a Verification of Enrollment for EDP Transfers Form (*see appendix A6*).

Children of Calcasieu Parish School Board employees carried on their parent's School Board insurance policy may be exempt from purchasing student insurance for Extended Day. The Site Director is responsible for contacting the Insurance Department to verify coverage and to have the insurance flagged for Extended Day. The "Insurance Verification Form" (*see appendix A8*) should be used for all insurance verifications. The return fax will serve as the verification of insurance for CPSB. Should the insurance coverage with the Calcasieu Parish Schools be altered, the Insurance Department will notify the Site Director.

Enrollment Lists

Site Directors are responsible for sending an enrollment list of all children registered for Extended Day to the Risk Management Department at the beginning of the school year and summer (for those that have summer programs). Site Directors should notify the Risk Management Department immediately of any additional children that register throughout the school year and/or summer.

Instructions to print enrollment lists:

- Reports > Standard Reports > Family Data > Filtered Reports > Child: Roster w/ contact info 1
- Filter by Enrollment Status of Enrolled
- Export the report to Excel. Save and email to Risk Management.

PROGRAM FEES

Tuition Options

Tuition is the basis of financial funding in this self-sufficient program.
(*Program Fee Schedules can be found in the appendix on page A10*)

The Extended Day Program offers two different tuition status options, monthly tuition, and drop-in tuition. The parent will indicate on the Family Registration Form whether they want to be charged tuition on a monthly or drop-in (daily) basis.

1. Monthly Tuition

Monthly tuition is charged each month at a fixed rate and is not based on the number of days that the student attended during the month.

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 must pay the full tuition amount for one child. Siblings will be charged at a discount rate.

Status Change Form

If a parent would want to change their child's tuition status (i.e., from Drop-In to P.M. Monthly) during the year, an "Extended Day Program Status Change Form" (*see appendix A11*) must be completed by the parent and submitted to the Extended Day Site Director for his/her approval.

Status Change Forms should list the child/children's names, the effective date of the change, the new tuition status option, the reason for the change, the parent's signature, and date. Upon approval by the Site Director, the form must be given to the Extended Day Bookkeeper immediately so that the family's billing box can be modified to reflect the change. The Site Director must sign and date the form upon approval, and the Bookkeeper must also sign and date the form upon receipt. This form must be kept on file for audit purposes.

Tuition for Children of EDP Employees

Employees of the Extended Day Program will be allowed to enroll their children in the program at a reduced tuition rate of \$2.00 per day during the school year and \$4.00 per day during the summer program. Each parent must also pay registration and insurance fees in accordance with CPSB EDP policy.

Tuition for Children of School Employees

The Principal has the discretion of whether to allow a reduced tuition rate for children of employees of the school. The reduced rate must be at least \$2.00 per day during the school year and \$4.00 per day during the summer. Children of employees are never permitted to attend the program free of charge. Documentation to support reduced tuition rates must be maintained. Each parent must pay registration and insurance fees in accordance with CPSB EDP policy.

Delinquent Extended Day Balances

Extended Day fees should be paid in advance, and balances should always remain current. The school's Principal should be notified of all families with balances exceeding \$100.00. A "Delinquent Account Notice" (*see appendix A12*) should be given to all families with past-due Extended Day balances. Uncollectable accounts over \$50.00 should be referred to the School Board attorney's office. (*A sample letter to notify the School Board attorney of uncollectible accounts can be found in appendix A13*).

If a student with a delinquent Extended Day account balance transfers to another school in Calcasieu Parish, you must notify the school to not allow the student to register in their Extended Day Program until the delinquent balance at the previous school has been paid in full. Students with delinquent balances that transfer to another school must be flagged in ProCare. Students with a flagged status in ProCare must not be permitted to register in the program until the balance is paid. (See ProCare manual for instructions to flag accounts.)

A student with a delinquent Extended Day balance from the prior school year may not register for the summer program or next school year until their Extended Day balance has been paid in full.

Extenuating Circumstances

In the event of medical emergency or other extenuating circumstances, the Principal may opt to make a tuition adjustment. A letter of documentation must be kept in the EDP records at the school with copies to be sent to the Internal Auditing Department when the school is audited. Documentation to support adjustments to write-off bad debt must be maintained. All adjustments for bad debt expenses must be approved by the Principal.

Late Pick-Up Fees

Extended Day closes at 6:00 p.m. daily. Late fees are charged for children leaving after this time. Late fees are incurred after 6:00 pm pick-ups and a late fee charge of \$10.00 will be assessed for every ten-minute interval or portion thereof. A late fee is assessed to each student not picked up by 6:00. (i.e., If a parent is late picking up three children from Extended Day, the parent should be charged three late fees.) A "Late Sign-Out Sheet" (*see appendix A14*) must be completed for all late pick-up fees collected. The Late Sign-Out sheet must be attached to the Supplemental Payroll Form when it is submitted. A copy must be kept on file at the school for audit purposes. The total amount collected (not the employee's hourly rate) must be included on the Supplemental Payroll Form in the "Additional Pay" column.

Fees for NSF Checks and Declined Credit Card Transactions

A \$25.00 fee will be assessed against all writers of NSF checks. The Site Director must notify the writer of the NSF check immediately and inform him/her of the fee which must be paid when the NSF check is picked up. When the check and fee are paid, one receipt will be issued which reflects the NSF check amount and the amount of the fee. 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. If the Principal and Site Director consider the parent's check risky, then "cash only" may be required for future payments to the program. A \$10.00 fee will be assessed for declined credit card transactions.

Fees for Holidays and School In-service Days

There are scheduled school holidays and teacher in-service days during the school year. Each Extended Day Site Director and school Principal may decide if the Extended Day Program will be open or closed during the holidays and in-service days. If open, the full day tuition rate for the holidays and school in-service days is required in advance. Each student must bring a sack lunch.

Some schools offer services on many school holidays. A child that is enrolled in the CPSB EDP at any school that will not be open may attend EDP at another school that offers this option. Parents are responsible for checking on availability, delivering the "Verification of Enrollment for EDP Transfers Form," and making payment in advance to the receiving school. The receiving school should receive a "Verification of Enrollment for EDP Transfers Form" (*see appendix A6*) to confirm that the student has EDP insurance coverage and is currently registered in an Extended Day Program. The insurance and registration fee should not be charged at the receiving school for holiday transfers.

STUDENT ATTENDANCE

Student Attendance is tracked via ProCare software. Staff should assist students in checking in at the ProCare Check-In Station as they arrive in Extended Day. Students will check in via the fingerprint scanner. Authorized pick-ups will use the finger scanner to check students out of Extended Day. Children are only released to a parent, guardian, or person designated on the Family Registration Form. See the ProCare Policy Manual for further instructions relating to student check-in/check-out procedures.

All students that are registered with their fingerprint at the Check-In Station must have a signed Finger Scan Permission Form (*appendix A22*) on file. If the parent/guardian does not give permission for the child to use the finger scanner, they must be registered to use the check-in station with a bypass code instead of their fingerprint.

The authorized pick-up person must use his/her fingerprint (or bypass code) to check the child out. The child's fingerprint shall never be used to check out of Extended Day. If the authorized pick-up person is not able to check out the child at the check-in computer, staff must manually check out the child on his/her V10 timecard, and the authorized pick-up must sign the child out on a sign-out sheet (including his/her legible signature and time that the child was checked out.)

Groups

Students should be assigned to groups by grade (ie. Pre-k and Kindergarten – green group; first and second grade – yellow group; third, fourth, and fifth grade – blue group). The number of groups may vary depending on the size of the program. For smaller programs, there may be only two groups while larger programs may have four groups. Group rosters listing all children that are registered in that age group should be pre-printed before students arrive. To print a group rosters in ProCare:

- Reports > Standard Reports > Filtered Reports > Child Roster
- Filter: Enrollment Status – Enrolled as of Today
- Filter: Primary Classroom – select options that apply
- Filter: Grade Level – select grade levels that apply to the group
- Check the box to include child’s date of birth
- Group by: Primary Classroom
- Sort by: Child’s Name

The Site Director or designated staff member should highlight the students’ names on the group rosters as students arrive and check in for Extended Day. After students have been checked in, the group rosters should be given to the group leaders. Group leaders should verify that all children highlighted on their roster are accounted for. Group leaders are responsible for the children in their group. Headcounts should be done hourly and before/after transitions to ensure that all children are accounted for. Group seating charts are recommended. The group leader should mark the students off their roster as they are checked out so that they always know what children are still present in their group.

Children Currently Checked In Report

As soon as all students have checked in at the check-in computer, the Children Currently Checked-in report should be printed by the Site Director or their designee and roll should be called. Roll should be taken from the report by having the all students line up on one side of the room and walk to the other side of the room and sit down as their name is called. Names should be called slowly so that every child is seen as they are called. It is imperative to verify that all students on the report are visibly seen in the roll call. If a child is present and their name is not on the Currently Checked in report, their name should be added to the report and the child should be checked in at the check-in computer.

As students are checked out, their names should be highlighted on the Children Currently Checked in report indicating that they have left. The Children Currently Checked in report should remain attached to the cover of the program’s Emergency Binder readily available to take with staff in the event of an emergency.

CONDUCT POLICY AND DISCIPLINE PROCEDURES

It is the policy of this Extended Day Program to promote a safe, secure, and orderly environment which will serve to enhance the goals of childcare. Students will be required to be well-behaved at all times. Under no circumstances will violent, disruptive, or abusive behavior be tolerated. Violent behavior will be defined as anyone hitting another person, using vulgarities, throwing objects, or destroying property. If a child brings a weapon (i.e., gun, knife) to Extended Day, the child will be expelled permanently from the Extended Day Program. Students will be expected to always act in an orderly and safe manner.

Depending on the severity of the problem there will be three (3) steps taken to alleviate unacceptable behavior:

1. On the first offense, the Support Teacher will notify the Site Director of the problem. The teacher will call or notify the parent(s) when he/she picks up the child and advise him/her of the situation. Written documentation of the incident should be kept on file.
2. On the second offense, the Support Teacher will notify the Site Director of the problem. The teacher will again notify the parent(s) of the situation. The possibility of suspension or expulsion will be discussed, and a completed "Probation Notice" (*see appendix A17*) should be given to the parent(s). The Principal should be notified, and a copy of this document should be kept on file.
3. On the third offense, the Support Teacher will notify the Site Director of the problem. The Site Director will call the child's parent(s) to immediately pick up the child from school with the understanding that the child is suspended or permanently terminated from the Program, depending on the severity of the infraction. No refunds will be made. The parent(s) will be provided with a completed "Notification of Suspension/Expulsion" (*see appendix A18*). One copy of this document will be sent to the Principal and one copy will be kept on file.

Any of the above procedures may be waived, depending upon the seriousness of the offense. The Site Director should keep the Principal informed of disciplinary concerns in the Extended Day Program. The Principal has the ultimate authority for disciplinary action with input from the Site Director. Parents will be provided with a copy of each report.

Parents are responsible for any damage done by their child to school property. Parents will be notified of the cost of such damages in writing and must sign a notice of disciplinary action. These policies are established to assure a safe, secure, and orderly atmosphere and are established in the best interest of all the children. Participants are required to always observe conduct regulations. Parents are required to sign a copy of the "Conduct Policy and Discipline Procedures" (*see appendix A16*) each school year and a copy should be kept on file.

STUDENT SAFETY

The goal of the Extended Day Program is to provide a healthy and secure environment before and after school for children in Calcasieu Parish. The safety and well-being of the students requires alert and attentive supervision of students, observing the actions of students as they work and play, knowing safe practices and imparting those to students, intervening when inappropriate behavior occurs, being aware of age-appropriate equipment, evaluating hazards, and always being prepared. In the event of an emergency during extended day hours, extended day personnel must contact the Principal for notification and to receive directions.

Playground Safety

- Being Alert and Attentive:
Move through the playground area; stationary persons only help children nearest to them. Avoid staying on the outskirts of the playground area. Get involved with the children on the playground. Do not use playground time for socializing with other adults or doing paperwork. Observe all children and the “secret” places where they could hide. Realize a child can wander into a hazardous situation in less than one minute. Direct eye contact with a child can help prevent inappropriate behavior. Ensure you have enough adults supervising the number of children.
- Observing:
Keep an eye out for any unsafe behavior.
- Knowing Safe Playground Rules:
Teach children that there are rules to be followed on the playground. Agree on rules before children are allowed on equipment to prevent confrontations on the playground. Remind children that they are never to leave the playground area without permission from a supervising adult. Instruct children to keep their hands to themselves—no hitting, pushing, punching, kicking, or biting. No sand throwing.
- Intervening When Inappropriate Behavior Occurs:
Verbally warn children about inappropriate behavior; intervene between fighting children immediately to prevent someone from being hurt. Be firm and consistent when enforcing rules; pushing, throwing objects, and hitting other children can lead to serious injury. Reinforce safe playground behavior by following through with appropriate measures.
- Being Prepared:
Keep a first-aid kit stocked and easily available in case an injury occurs. The first-aid kit should be maintained by the nurse/office staff and should include latex gloves. Ensure at least one playground supervisor is certified in first aid and CPR.

Accidents and Illnesses

Extended Day Program Accident Procedures must be posted at your school where your EDP is located so that all EDP personnel are aware of the accident procedures (*a copy of the accident procedures can be found on page A19 of the appendix.*)

The following procedures must be completed for all accidents that occur during Extended Day:

2. A Student Incident Report must be completed.
 - The original copy must be sent to the Risk Management Department.
 - A copy must be sent to the school's Administrative Director.
 - A copy must be kept on file at the school.

3. The top portion of an Insurance Claim Form must be completed by EDP Personnel. Please contact the Risk Management Department for claim forms.
 - The claim form must be stapled to the parent letter and should be given to the parent. Please contact the Risk Management Department for the parent letter.
 - The Accident Checklist Form (*see appendix A20*) must be completed by EDP Personnel.
 - The Site Director must sign the EDP Accident Checklist verifying that the Student Incident Report was completed, and the Insurance Claim Form and parent letter were given to the parent.
 - The parent/guardian must sign the EDP Accident Checklist verifying that they received the Insurance Claim Form and the parent letter.
 - The EDP Accident Checklist must be kept on file at the school.

If an accident occurs on the playground, the following procedures should be followed:

- Check for injuries and secure proper medical assistance.
- Always suspect a neck and back injury with head injuries, until proven otherwise. DO NOT MOVE THE STUDENT IF YOU HAVE ANY DOUBTS.
- If an accident is due to defective equipment, make sure that the other students stay away from the equipment until it is repaired or replaced.
- Notify the Principal of defective equipment.
- Obtain the names of all witnesses.
- If equipment is determined to be a safety issue, have the Principal contact Risk Management at (337) 217-4240.

Accidents and Illnesses (Continued)

Procedures must be developed at each school for the proper handling of accidents or emergency illness and made known to the staff. These procedures are to incorporate the following requirements and comply with CPSB policy.

- Extended Day Program personnel are responsible for administering first aid.
- In all cases where the nature of an illness or injury appears in any way serious, every effort will be made to contact the parent and/or family physician immediately.
- In extreme emergencies, an ambulance should be called for immediate hospitalization of an injured or ill child. Contact the parent or guardian in advance if possible.
- Serious accidents to students are to be reported immediately to the Principal and the Risk Management Department.
- Emergency illnesses such as seizure or asthma require specific protocols for proper handling.
- Any child who has a condition that is contagious to other children may not remain in school. If appropriate, a letter from the CPSB Medical Consultant along with the information regarding fever, lice, or ringworm may be sent home along with the child.
- Summer heat and the heat index can cause emergency health concerns such as sunburn, heat exhaustion, or heatstroke.

Roller Blades and Skateboards

The use of roller blades and skateboards are prohibited at school. Skating on cement and the lack of proper equipment (helmets, knee pads, and elbow pads) are the safety issues involved in this decision. However, this does not apply to summer field trips to the skating rinks.

Medication

Specific Guidelines for medications given at school also apply to administration of medication at EDP. (See also Role of the Parent/Legal Guardian in the Administration of Medication at School.) Medication may be administered by an EDP employee only if the employee has been certified to do so by the CPSB Nursing Department.

For a child to receive medication in EDP, medication forms must first be completed by the child's doctor. Medication forms kept in the school office may be duplicated for EDP and need not be completed twice by the doctor.

Each Extended Day site must have at least two employees who are medication certified in addition to the Site Director. **The site MUST have at least one medication certified and one CPR certified employee present at all times.**

Emergency Dismissal and School Closing

During the year it may become necessary to dismiss students early or close schools and Extended Day Programs due to an emergency. The primary concern will be to ensure safety for all students. Each Site Director will have on file a plan for emergency situations, including those which may occur during non-school hours/days. The plan shall be approved by the Principal. If Calcasieu Parish Schools are closed due to an emergency, there will not be before or after-school care. Emergency information on file for each child should be accurate and current. Revisions should be made as information changes.

Emergency Plan

The safety and well-being of the children and staff shall always be first priority. An Extended Day Program Emergency Plan (*appendix A26*) must be completed by the Site Director and approved by the Principal. At minimum, the plan shall be reviewed annually by the Site Director and updated as needed. The Principal must review and approve the Emergency Plan annually. The Principal shall require staff to demonstrate the Emergency Plan to confirm that it is effective. A copy of the plan must be submitted to Internal Audit at the beginning of every school year (and summer, if the school has a summer program.)

The Emergency Plan includes procedures for the following emergency situations: fire evacuation, shelter-in-place, facility lock-down, and injuries/illnesses. All Extended Day staff should be made familiar with the plan and trained in his/her responsibilities within the plan every school year and summer (if applicable). New employees should receive this review during their training period.

Emergency Plan Acknowledgment Form

All programs must submit an Emergency Plan Acknowledgment Form (*appendix A24*) to the Internal Auditing Department at the beginning of each school year (and summer, applicable). The Emergency Plan Acknowledgment Form must be signed by all staff, the Site Director, and the Principal.

Drills

The Site Director will hold one fire drill per month and a minimum of two shelter-in-place and two lock-down drills each school year (one in August and another in January). Documentation of drills shall consist of a Drill Report (*appendix A25*) signed by all staff present during the drill. Immediately following the drill, Drill Reports shall be submitted to the Principal for review and signature. Copies of signed Drill Reports must be maintained on file.

Safety/Security

Site Directors should notify the Principal of all security concerns. It is the responsibility of the Principal to ensure the safety and security of the facility. The Site Director should notify the Internal Auditing Department of any unresolved security concerns.

All programs must meet the following minimum safety/security requirements:

1. There must always be a locked door or gate that would prohibit an intruder from accessing children and staff. If necessary, a doorbell or buzzer should be installed.
2. The school must be locked and secure during Extended Day hours.
3. The program must have access to safe lock-down and shelter-in-place locations within the school.
4. The program must have access to the school's Automated External Defibrillator (AED) during Extended Day hours.
5. There must be sufficient lighting in the areas of the school utilized by the program (drop-off/pick-up locations, restroom areas, etc.)
6. The program must have a landline and pre-paid cell phone to allow for immediate access to employees.

Reporting Child Abuse

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. Therefore, the School Board directs that all school personnel be informed of their responsibilities under law as mandatory reporters when performing their occupational duties.

Extended Day employees, as school staff members, are considered mandatory reporters of child abuse and/or neglect. Any Extended Day employee having cause to believe that a child's physical or mental health or welfare is endangered because of abuse or neglect shall report immediately suspected abuse/neglect to the Principal and the Internal Auditing Department.

SECTION B

SUMMER PROGRAM

(B) SUMMER PROGRAM

Because of an identified need for continuing childcare, the Extended Day Program is now available through the summer months. Elementary school children across the parish are accommodated at consolidated locations. The Internal Auditing Department must be notified of all schools having a Summer Extended Day Program. An "EDP Notification of Summer Opening" (*see appendix B1*) must be completed and submitted to the Internal Auditing Department by May 15th. In addition, a Site Information Form and a Salary Information Form must be submitted to the Internal Auditing Department for all summer programs. All Extended Day Program policies and procedures outlined in this manual also apply to Summer Extended Day Programs.

Requirements Related to Summer EDP Registration

Calcasieu Parish Public School elementary children are eligible for 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 going to sixth grade can 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.

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 to enroll in the summer program. A student may not have a balance due at any CPSB Extended Day Program before enrolling in the summer program.

Summer Availability

The Summer Program is offered on weekdays. The Principal will determine what time the program opens, but all programs will close at 6:00 p.m.

Emergency Plan

The safety and well-being of the children and staff shall always be first priority. An Extended Day Program Emergency Plan (*appendix A26*) must be completed for the summer program by the Site Director and approved by the Principal. At minimum, the plan shall be reviewed each summer by the Site Director and updated as needed. The Principal must review and approve the Emergency Plan annually. The Principal shall require staff to demonstrate the Emergency Plan to confirm that it is effective. A copy of the plan must be submitted to Internal Audit at the beginning of each summer.

The Emergency Plan includes procedures for the following emergency situations: fire evacuation, shelter-in-place, facility lock-down, and injuries/illnesses. All Extended Day staff should be made familiar with the plan and trained in his/her responsibilities within the plan every summer. New employees should receive this review during their training period.

Emergency Plan Acknowledgment Form

All programs must submit an Emergency Plan Acknowledgment Form (appendix A24) to the Internal Auditing Department at the beginning of each summer. The Emergency Plan Acknowledgment Form must be signed by all staff, the Site Director, and the Principal.

Drills

The Site Director will hold at least two fire drills during the summer program (one in late May or early June and another in July). The Site Director will hold a minimum of one shelter-in-place drill and one lock-down drill (in late May or early June). Documentation of drills shall consist of a Drill Report (appendix A25) signed by all staff present during the drill. Immediately following the drill, Drill Reports shall be submitted to the principal for review and signature. Copies of signed Drill Reports must be maintained on file.

Safety/Security

Site Directors should notify the Principal of all security concerns. It is the principal's responsibility to ensure the facility's security. The Site Director should notify the Internal Auditing Department of any unresolved security concerns.

All summer programs must meet the following minimum safety/security requirements:

1. There must always be a locked door or gate that would prohibit an intruder from accessing children and staff. If necessary, a doorbell or buzzer should be installed.
2. The school must be locked and secure during Extended Day hours.
3. The program must have access to safe lock-down and shelter-in-place locations within the school.
4. The program must have access to the school's Automated External Defibrillator (AED) during Extended Day hours.
5. There must be sufficient lighting in the areas of the school utilized by the program (drop-off/pick-up locations, restroom areas, etc.)
6. The program must have a landline and pre-paid cell phone to allow for immediate access to employees.
7. If the school is used as a summer feeding program site, students must be kept separate from those utilizing the summer feeding program. For security reasons, students should not use the same restroom used by the summer feeding program.

Summer Program Phone Requirements

Summer Programs must have a working landline to allow immediate access to employees. In addition to the landline phone, the summer program must also have a pre-paid cell phone. Both phone numbers should be provided to parents and the Internal Auditing Department. The cell phone must be carried on all field trips and/or when staff is away from the landline phone (i.e., outside on the playground.) The pre-paid cell phone will be considered property of the Extended Day Program (not the Site Director) and must be kept at the school. The phone should be used for Extended Day purposes only. Parents should be given the cell phone number as an additional contact number in case they are not able to reach EDP staff on the landline. Pre-paid cell phone expenses will be reimbursable to the school and/or employee as per the Extended Day purchasing policy.