



**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.

Daily Activities

Both indoor and outdoor activities are offered within a schedule designed to include structured as well as unstructured times. Most activities are offered at the school site; however, field trips are scheduled periodically. The Site Director will provide a calendar to parents at the beginning of the summer program reflecting the scheduled activities and field trips. For field trip days, the calendar must include the field trip location, beginning and ending time of the field trip, cost of the field trip, and lunch arrangements (either lunch provided or bring sack lunch.)

Communication boards must be used in all summer programs to remind parents what is planned for the next day and must include the things that they need to bring.

Summer Parent Handbook

Upon registration in the summer program, the Site Director must provide parents with a copy of the summer parent handbook.

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 are responsible for notifying the Risk Management Department immediately of any additional children that register throughout the school year and/or summer.

Instructions for 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
- Send updated report as additional students enroll.

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. Students should not bring lunches that require heating. Lunch may also be provided to summer programs through summer feeding programs. Upon registration in the summer program, specific snack/lunch arrangements should be provided to parents.

Attendance Tracking

Student attendance is tracked via 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. Roll should be called from the Children Currently Checked-In report by 9:00 a.m. 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. See Section A for additional procedures relating to student attendance, groups, and the Currently Checked In Report.

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 must be 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, and staff should walk around the table to monitor the content on the devices. Only students with devices will be allowed in the Electronics Center. The use of devices outside of the Electronics Center is 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.

Emergency Dismissal and School Closing

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

Staff to Student Ratio

The staff to student ratio should fall within the range of 1:15 to 1:23. The average number of students who attend regularly will determine the minimum number of employees (Site Director and staff) needed. There should always be at least two childcare staff present during hours of operation.

To ensure the safety of the students, staffing should be increased to a minimum of 1:10 for field trips.

*Upon approval of the Principal, special situations may warrant employment beyond the numbers cited. Special Education mandates may require specific student/teacher ratios.

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.

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.

- 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.
- Monthly tuition will be prorated when entering the program mid-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 to withdraw from the program and stop monthly billing.
- To accommodate for summer vacations, any week that a student is absent for a full week (Monday – Friday), the account will be credited at the weekly rate (see Appendix B8 for credit amounts). This weekly credit will be limited to two weeks over the summer program with one week credit allowed in June and one week credit allowed in July. Partial week absences will not be credited. For staffing purposes, we request that parents notify the Site Director of scheduled vacations in advance. (Credits will be refunded at the end of the summer program, or the parent may opt to apply the ending credit balance to the school year.)

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 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 will 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.
- 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.

FIELD TRIPS

Field Trip Locations

Field trips are provided to a variety of sites within Calcasieu Parish, usually within the city. Examples are local libraries, parks, movie theatres, post office, fire station, and skating rink. Bowling, movies, and other admission fees will be paid by each student. School buses are used as field trip transportation. A C.P.S.B. Parent-Guardian Permission Form (page B2 of the appendix) must be obtained prior to the field trip.

Field Trip Safety

Safety and courtesy are priorities of the Extended Day Program. This applies both to the school locations and to field trips. The staff should prepare children for field trips, reviewing expectations and emphasizing rules of good citizenship and safety. A designated staff member should be assigned to check role before departure from the school and from each travel location. Children must wear their summer t-shirt on all field trips. Emergency information should be taken along on each field trip. Extra caution should be taken to protect students from heat conditions in the summer (i.e., access to water and shade while outdoors.)

Field Trip Policies:

- Summer Extended Day Programs are limited to two field trips per week.
- Field trip locations must be local (Calcasieu parish).
- Swimming field trips are NOT ALLOWED!
- A C.P.S.B. Field Trip Permission Form (*see appendix B2*) must be on file for each child attending the field trip.
- Due to potential injury and increased risk/liability, the purchase (or rental) of pools of any size will be considered a prohibited expense. This also includes slip and slides, inflatables, and visiting petting zoos.
- We do not staff employees to remain at the school on field trip days. Parents will need to make alternate arrangements for childcare if they do not want their child to attend a field trip.

Collecting Money for Field Trips

Parents should send an envelope with the child's name on it THE DAY OF the field trip containing cash for the field trip. Parents must send correct change. Do not accept field trip money early. In accordance with C.P.S.B. policy, money should never be kept in the school overnight.

You should find out in advance how much the cost of the field trip will be per child. Do not collect more than the actual cost of the field trip. Schools will not be billed by the Transportation Department for fuel expenses; therefore, do not add additional charges for fuel.

Field Trip Reconciliation Form

An Extended Day Program Field Trip Reconciliation Form (*see appendix B4*) must be completed for ANY field trips in which money is collected. This form includes the following information: the number of children attending the field trip, the amount collected per child, the total field trip money collected, and the total cost of the field trip. If there is a difference between the total field trip money collected and the total cost of the field trip, the variance must be recorded on the Field Trip Reconciliation Form and a reason for the variance must be provided.

A receipt from the field trip location must be attached to the Field Trip Reconciliation Form confirming the number of children that attended, the cost per child, and the total cost of the field trip.

Field Trip Roster

A Field Trip Roster (*see appendix B5*) should be completed for all field trips and should include all children that went on the field trip. For field trips in which money is collected, the Field Trip Roster should be attached to the Field Trip Reconciliation Form.

Transportation for Field Trips

In addition to written parent permission (even for walking field trips) the Field Trip Applications should be completed and submitted on the Transportation website. The Transportation Department will send e-mails requesting approval from the school's Principal, the Director of Transportation, the Administrative Director, the Risk Manager, and the Internal Auditor. Upon approval, a Calcasieu Parish School Board Transportation Field Trip Request Approval will be e-mailed to the requestor. Included in this approval e-mail will be the Bus Driver Information Sheet which should be presented to the bus driver before each field trip.

The C.P.S.B. Transportation Field Trip Request Approval must be received before going on the field trip. A copy of the Field Trip Request Approval must be attached to the Extended Day Program Field Trip Roster and Reconciliation Form.

In the event of a bus accident, the Principal and authorities should be notified immediately and school protocol for bus accidents should be followed. Enrollment lists that are sent to Risk Management should always be up to date to ensure that all parents receive the all-call.

Field Trip Bus Drivers

An Application for Extended Day Employment must be completed for each bus driver and sent to the CPSB Payroll Department. The bus driver is included on the monthly Payroll Report. According to the CPSB Policy Manual #EDDA (3-12-2003), the Maximum Fee Schedule for Bus Drivers – Special Trips is as follows:

\$12.00 – Show up fee

\$10.00 – Per hour from departure to return

\$32.00 – Minimum fee

Each site is responsible for securing its own bus driver; however, the Transportation Department will offer suggestions if needed. Schools may use a regular or a certified substitute bus driver. Principals and drivers are encouraged to work together to reach an acceptable fee that will not exceed the Maximum Fee Schedule.

Field Trips - Medication

If the parent/legal guardian of a student normally on medication does not request in writing that medication can be administered on a pending field trip, then no School Board employee shall be responsible for administering medication to the student on the field trip. If the parent/legal guardian does not provide the required paperwork and medication (whether taken at school/home or both) to the school prior to the field trip, then the student cannot attend the field trip. (JGCD, Administration of Medication)

If the parent/legal guardian of a student requests in writing that medication can be administered on a pending field trip, then:

1. A person certified to administer medication must go on the field trip; and
2. A nurse must be on call while the field trip is being taken.

If a certified School Board employee is not available, the parent/legal guardian or a non-School Board employee designee (designated in writing by the parent/legal guardian) should attend the field trip to administer medication.

If a certified School Board employee is not available, and neither the parent/legal guardian nor their designee can attend the field trip to administer medication, then the child may not attend the field trip.

SECTION C

PERSONNEL

(C) PERSONNEL

Employment of School Personnel

An attempt will be made to employ school site teachers, staff, or parents of participating schools before seeking "outside" personnel. School personnel contracted to work until 3:30 p.m. daily may not sign in on the E.D.P. time sheet until 3:30 p.m. However, they may be assigned to work in E.D.P. as part of their regular teaching duties. The Principal has the discretion to allow employees to come to work early in their regular position to sign in for extended day at 3:00. In these instances, the Principal's written approval and Faculty Sign-in Sign-out sheets must be maintained.

All Extended Day Program employees must be at least eighteen years old upon hire.

Employment Application

Every employee hired to work in Extended Day must complete the "Employment Application for Extended Day Program" (see appendix C2) the first time (s)he is employed at that school site in the Extended Day Program. Even though an employee may work for the school system in another position, (s)he must still complete the form before being eligible for compensation. An employee who works in more than one Extended Day Program must complete a form for each site in which (s)he works. However, an employee who changes position within an Extended Day Program site (i.e., i.e. a support teacher who moves to a Site Director's position) need not complete a new Employment Application Form.

A copy of all Employment Applications for the Extended Day Program should be faxed to the C.P.S.B. Payroll Department at 217-4061.

Substitute Application Packet

All first-time employees must complete a Substitute Application Packet in the Personnel Office. This step involves scheduling an appointment for fingerprinting and drug testing. **All first-time employees must be approved by personnel.**

Employment Contract and Job Description

Extended Day employees must sign an employment contract and appropriate job description annually which should be maintained on file. (See appendix C3-9).

The following positions are available for EDP: Site Director, Assistant Site Director, Bookkeeper and Support Personnel. Not all these positions are needed at every school. After considering the opinion of the Site Director, programming demands of the facility, student needs, and the financial stability of the program, the Principal will determine which positions would be best suited for the school.

Other specific school position assignments may also warrant an adjustment to the job description. Any changes to a job description should be initialed by both the Principal and the assigned employee.

Staff Positions

Traditional programs are staffed by a Site Director/Bookkeeper and Support Personnel; however, additional staff positions are available at the Principal's discretion provided the program is financially able to support the positions. These positions should be counted in the student/personnel ratio according to the number of hours worked. Additional staffing might include a bookkeeper or assistant site director, depending on the specific needs of the program. Programs must generate an annual revenue of \$50,000 or more to hire a bookkeeper or assistant site director. Caution should be used not to overload a program with positions.

Employment Procedure

The school must maintain the following:

- a. Application
- b. Contract
- c. Job Description
- d. Verification of personnel authorizing the new hire
- e. Reason for termination documented
- f. Progressive discipline documentation signed by employee and supervisor
- g. Documentation signed by Principal authorizing termination

In-service Training – Site Directors and Bookkeepers

In-service training for Site Directors and Bookkeepers will be conducted by the Extended Day Program administrator(s) or staff as a prerequisite to employment. Additionally, Site Directors and Bookkeepers are required to attend one or more annual in-service training sessions.

In-service Training - Staff

Site Directors are responsible for providing in-service training for EDP employees in the individual school program at the beginning of each school year. Site Directors must submit a copy of their in-service sign-in sheet and agenda to the Internal Auditing Department within one week after the in-service has been completed. Additionally, Site Directors are responsible for providing training for all new hires.

Substitutes

The Site Director will be responsible for obtaining substitutes as needed for absent personnel. Substitutes must fulfill all the requirements of the Personnel Department for Extended Day employment. Extended Day substitutes should be paid at experience level one of the Extended Day Support Staff Salary Schedule. In the absence of the Site Director, a designated EDP staff member will assume the duties of the Site Director. During an extended absence of the Site Director (one week or more), the substitute Site Director will be paid according to the Assistant Site Director's pay schedule.

PERSONNEL SCHEDULING

Student/Teacher Ratio

The staff to student ratio should fall within the range of 1:15 to 1:23. The average number of students who attend regularly will determine the minimum number of employees (Site Director and staff) needed.

There should always be a minimum of two childcare staff present during hours of operation when children are present.

*Upon approval of the Principal, special situations may warrant employment beyond the numbers cited. Special Education mandates may require specific student/teacher ratios.

Scheduling

If the workload and the tuition income warrant it, the Site Director and Bookkeeper may work up to one hour before and after normal work hours at the Principal's discretion. Extended Day employees may work up to 40 hours per week in the Extended Day Program.

Extended Day employees that are not employed in a full-time CPSB position are considered "seasonal employees" and therefore are not eligible for retirement or insurance through the Calcasieu Parish School Board.

OVERTIME

Full-time CPSB employees, except teachers, may be eligible for overtime pay. All overtime rates will be calculated by the Internal Auditing Department. (*Do not contact Personnel for Extended Day overtime rates.*) The calculated rates will be sent by Internal Auditing to Principal, Site Director, and Bookkeeper. Personal days, sick days, and holidays do not count toward the overtime total.

Overtime Calculation Form

An "Overtime Calculation Form" (*see appendix C10*) must be completed for each employee eligible for overtime each pay-period. This form lists the number of hours worked in the primary CPSB job each day of the pay-period. Each employee will initial the column next to his/her total hours worked in the primary CPSB job verifying the accuracy of the total. These completed reports will be kept on file at the school and submitted to the Internal Auditing Department for an audit. They will be returned to the school at the completion of the audit.

An employee eligible for overtime should be paid at their overtime rate for any time worked over 40 hours per week. (i.e. If an employee works 7.75 hours a day in their regular CPSB position each day, then they would have worked 38.75 hours in their regular position in one week. Therefore, 1.25 hours worked in Extended Day should be paid at their regular E.D.P. rate and the remaining hours would be over 40 hours worked and should be paid at their Extended Day overtime rate.)

PAYROLL

Employees of the Extended Day Program are paid once a month on the last working day of the month. Paychecks are issued from the Calcasieu Parish School Board Payroll Department with appropriate payroll taxes withheld. If the employee working in the program is already an employee of the CPSB, the wages for their work in the EDP will be included in their regular paycheck. If the employee is not otherwise employed by the CPSB, their paycheck will be mailed to them at their home address. Employees of the EDP do not earn sick leave or annual leave for their work with the program. Employees are paid an hourly rate based on the EDP Salary Schedule. Any deviations from the Salary Schedule must be supported and documented with an explanation. Schools choosing to pay hourly wages other than those in the schedule must obtain written approval from the school Principal. This written approval must be submitted to the Internal Auditing Department on the Salary Information Form. Each employee's work hours are determined by the Principal and Site Director based on the needs at each location.

Supplemental Pay Form

The purpose of the Supplemental Pay Form is to report the amount of gross wages each employee is to be paid. This form is completed at the end of the payroll period.

The form must be signed by the school's Principal. If the Principal is unavailable to sign the form during the summer months, the form must be sent to the appropriate Administrative Director of Elementary Schools or designee for signature. The completed Supplemental Pay Form Summary and Employee Supplemental Pay Forms must be submitted to the C.P.S.B.'s Payroll Department by the due date.

Extended Day Salary Schedules

Extended Day employees will be paid according to the "Extended Day Salary Schedules" (see appendix C11-13). The Internal Auditing Department will provide all Site Directors with Extended Day Salary Schedules at the beginning of each school year. Rates are determined on the Site Director, Assistant Site Director, and Bookkeeper Salary Schedules by an Experience Level and a Tier Level.

- The Experience Level refers to how many years of experience one has in their current position. If an employee changes from one Extended Day position to another, they must begin at Experience Level 1 in the new position, unless a higher Experience Level is approved by the Principal.
- The Tier Level is determined by the total amount of tuition income received by the school's Extended Day Program the previous year. The Internal Auditing Department will inform all Site Directors of their tuition income at the beginning of each school year.

Salary Schedule Step Increases

A step increase refers to moving up one Experience Level on the Salary Schedule.

- Step increases will take effect on the Monday of the week that school starts each year.
- If an employee is hired prior to March 1st, the employee will be eligible for a step increase when the new school year begins. Employees hired on or after March 1st will not be eligible for a step increase until following school year.
- Employees who work only the summer program will be eligible for a step increase at the beginning of each summer.

Extended Day Salary Information Form

Every Extended Day Program is required to submit an "Extended Day Salary Information Form" (*see appendix C1*) at the beginning of each school year to the Internal Auditing Department. A revised form must be completed and submitted to notify the Internal Auditing Department of any new hires, changes in position, changes in rates, and/or terminations. Any deviations from the Salary Schedule must be supported and documented with an explanation. This form must be approved by the Principal.

Employee Check In / Check Out Procedures

Extended Day employee attendance is tracked via ProCare software. Employees will be required to check in on the ProCare check-in computer at the time that work hours begin and check-out at the time work hours end. Refer to pages 42-43 of the ProCare Policy Manual for further instructions relating to employee check in/check out procedures.

- School personnel contracted to work until 3:30 p.m. daily may not clock in for EDP duties until 3:30 p.m. However, they may be assigned to work in EDP as part of their regular teaching duties. The Principal has the discretion to allow employees to come to work early in their regular position to sign in for extended day at 3:00. In these instances, the principal's written approval and Faculty Sign-in Sign-out sheets must be maintained.
- If an employee stays after 6:00 p.m. due to the tardiness of parents checking out students, the employee must collect late fees in accordance with the EDP policy. Since the employee will receive, in his/her paycheck, the total amount of the late fees collected, the amount of time that the employee stays past 6:00 p.m. shall not be added to the total hours worked for that week. In the event the child is not picked up, two employees must stay with the child and collect the related late fee. The late fees will be split between the two employees.

Late Sign-Out Sheet

The purpose of the Late Sign-out Sheet (*appendix A14*) is to record fees collected from parents when their children are checked out after 6:00 p.m. The employees staying after 6:00 p.m. must initial in the appropriate column and the Site Director must sign the form. The late fee charge and payment must be recorded in a receipt book, receipted in ProCare, and deposited into the CPSB EDP account. The total to be paid to each employee should be recorded on the Supplemental Payroll Form in the "Additional Pay" column. A copy of the Late Sign-Out Sheet must be attached to the Supplemental Payroll Report Form when it is submitted to the Payroll Department for the employees to be paid.

Routing of New Hire Documentation

The employment application should be routed to payroll. The Payroll Department will forward a copy to the Personnel Department. When the new hire is cleared to work, Personnel will e-mail the Employment Application to the Principal reflecting Personnel's clearance. The Principal should forward the cleared application to the Site Director. No one is permitted to begin working or training in your program until you have received their cleared application from Personnel.

The Salary Information Form should be routed to the Internal Auditing Department. If the employee is eligible for overtime, Internal Audit will email the overtime rate to the Principal and Site Director.

Copies of all employment applications and salary information forms should be maintained on file at the school. The job description and employee contract must also be maintained at the school.

SECTION D

FINANCIAL ACCOUNTING PROCEDURES

(D) FINANCIAL ACCOUNTING PROCEDURES

All Extended Day Programs must use ProCare software for Extended Day bookkeeping. The Bookkeeper is responsible for reading the ProCare Extended Day Manual and following the policies and principles therein.

Site Directors must notify the Internal Auditing Department immediately upon hiring new Extended Day Bookkeepers so that training can be arranged. No one is to have access to the ProCare software unless they have been issued a user I.D. and password and have been trained by the Internal Auditing Department. ProCare passwords are confidential and should not be shared. You may request ProCare logins for Principals and staff from the Internal Auditing Department so that they will have access to view accounts and reports.

Bookkeeping duties should not be shared. The Extended Day Bookkeeper is solely responsible for the management of ProCare accounts.

The Internal Auditing Department serves as the technical support contact for all problems and questions. We welcome questions and comments about the program. The Internal Auditing Department's telephone number is 217-4190.

Customer Ledger Card

The Customer Ledger Card is to be maintained by the Extended Day Bookkeeper in ProCare. The Ledger Card is the most important part of Extended Day bookkeeping. Each family will have its own Ledger Card, which keeps a record of all transactions for each family. It keeps a history of tuition charges, credits and payments and the balance due for each family. It is the Bookkeeper's responsibility to ensure that all Ledger Cards are current and accurate at all times.

Billing

All children registered in the Extended Day Program should be recorded in ProCare and should have billing box information entered. It is imperative that billing boxes always reflect accurate billing information. If a child changes tuition status (i.e. drop-in to P.M. only), the Bookkeeper must update the child's billing box immediately to reflect the change. Bookkeepers must use contract billing to bill monthly students and formula billing to bill drop-in students. (See the V10 manual for instructions.)

Recording Fees in ProCare

In addition to entering tuition charges in ProCare, Bookkeepers are also responsible for entering all additional fees (Late Pick-Up, Late Payment, Registration, Insurance, NSF) on Customer Ledger Cards.

Receipt Procedures

To ensure checks and balances, the use of C.P.S.B. receipt books are required for all collections made in the Extended Day Program. An Extended Day employee will be responsible for collecting and receipting payments in a receipt book, and the Extended Day Bookkeeper will be responsible for accounting for the payments in ProCare. The establishment of a separation of duties will help to improve the system of controls in the Extended Day Program.

1. An Extended Day employee (**other than the Extended Day Bookkeeper**) must write receipts in a C.P.S.B. issued receipt book for all Extended Day funds received. Please take note of the following policies regarding receipt books:
 - a. The School Bookkeeper will issue a receipt book to an Extended Day employee. When an employee is issued a receipt book, he/she will sign for the book. Receipts are to be written in the C.P.S.B. issued receipt book for all funds received. Employees are to have NO other receipt books at the school. When the receipt book is completed, it will be returned to the school bookkeeper; the bookkeeper will sign it in and issue another receipt book. All receipt books must be accounted for.
 - b. Receipts should be written at the time payment is made. When issuing receipts in a receipt book, the following items should be completed on the receipt: date, whom funds were received from, the name of the student(s) for which the payment was made, the amount received, the method of payment, and the employee's signature.
 - c. The white copy of the receipt must be given to the individual at the time of payment. The yellow copy of the receipt must always remain in the receipt book.
 - d. Receipts should never be future or back dated.
2. The Extended Day employee that collects money and issues receipts must complete an Extended Day Daily Receipt Record (*see appendix D1*) which lists all payments received for the day. The Extended Day Daily Receipt Record must include the following:
 - a. The School's Name
 - b. The Date
 - c. The student's name for which payment was received
 - d. The amount paid
 - e. Indicate payment method, and if applicable, list check number
 - f. List total cash, total checks, total money orders, and the total deposit amount
 - g. List the receipt book receipt numbers issued
 - h. List the date that the receipts were issued
 - i. Sign his/her name as "Received by"

Receipt Procedures (Continued)

3. If the Extended Day employee that prepared the Extended Day Daily Receipt Record gives the money to another individual to make the deposit, then the person that is given the money should count the money upon receipt while in the presence of the person that prepared the form to verify that the amount counted agrees with amounts listed on the form. Upon verification, this person should record the "Amount Counted" and sign his/her name as "Verified by" on the Extended Day Daily Receipt Record. All money collected must be deposited daily. Money should never remain in the school overnight.

4. The Extended Day Bookkeeper must post the payments listed on the Extended Day Daily Receipt Record in ProCare no later than the following workday. For example, payments listed on an Extended Day Daily Receipt Record from Monday should be posted in ProCare no later than Tuesday. Payments should be posted on the student's ledger cards in ProCare, and ProCare receipts should be printed. Both copies of ProCare receipts should be retained because parents will be issued receipt book receipts. After all payments from the Extended Day Daily Receipt Record have been entered in ProCare, the Extended Day Bookkeeper should print a ProCare Deposit Report. The total cash, total checks, total money orders, and total deposit amount per the ProCare Deposit Report must agree to the Extended Day Daily Receipt Record. Extended Day Bookkeeper should then record the ProCare Deposit Report number on the Extended Day Daily Receipt Record. The ProCare Deposit Report should be stapled to the corresponding Extended Day Daily Receipt Record and ProCare receipts and filed in folders or binders by month.

In the event the amounts per the ProCare Deposit Report, Daily Receipt Record, and/or deposit slip do not agree, an explanation for the variance must be provided. The explanation must be signed by the Principal and attached to the corresponding Deposit Report, Daily Receipt record, deposit slip, and ProCare receipts.

Voided Receipts

If a ProCare receipt must be voided, "VOID" must be written across both copies of the receipt. Both copies of the voided receipt(s) must be accounted for and retained for auditing purposes. If one copy of the receipt is missing, an explanation must be written on the remaining copy of the voided receipt. The voided receipts must be filed in numerical sequence, along with the other receipts. The receipt(s) must also be voided in ProCare.

If a receipt book receipt must be voided, you must retain both copies of the receipt, and the word "VOID" should be written across the receipt and an explanation must be written on the remaining copy of the voided receipt. All receipts must be accounted for.

Deposits

The Calcasieu Parish School Board policy requires that monies collected must be deposited daily. Deposit books consist of triplicate form tickets which are handled as follows:

1. WHITE = Bank Copy
2. PINK = Accounting Copy
3. YELLOW = Site Director's file copy (along with printed slip if available)

All three copies are taken to the bank and each copy must be validated by the bank (i.e., bank stamped). The pink copy of all bank deposits for the week must be submitted to the Accounting Department weekly. All deposit tickets are due on the third of each month since accounts are reconciled on the fifth.

Bank deposit slips must be properly completed. If checks are included in the deposit, they must be listed on the deposit slip by writing the check number, check issuer's name and the amount of the check. When checks are received for payment, the front of the check must identify the name of the school either in the "memo" or "Pay to the order of" section of the check. The back of the check must be stamped with a restrictive endorsement such as, "For Deposit Only, CPSB, School Name, EDP."

After all payments have been posted for the day, all receipts have been printed, and the deposit slip has been prepared, the Deposit Report will need to be printed in ProCare. It is important to verify the printed report to the deposit ticket. The deposit ticket and the printed report should agree. If the two amounts do not agree, an error has been made to the receipt postings. **DO NOT CLOSE OUT THE DEPOSIT.** Call the Internal Auditing Department for instructions. If the two amounts agree, close the deposit report.

The duplicate deposit slip, validated by the bank, and bank receipt must be attached to the ProCare Deposit Report, corresponding ProCare receipts, and the corresponding Daily Receipt Record. This information must be filed in folders or binders by month. These records will be submitted to the Internal Auditing Department when the school is audited. A legible copy of all bank deposit slips for the week must be submitted to the CPSB Accounting and Budget Department no later than Friday of each week. The copy shall include both the front and back of the deposit slip if checks are listed on the backs of deposit slips.

Deposit books are available through the Accounting Department and should be ordered in advance of need. Temporary deposit slips should not be used because they do not include the school's identification information/code. Tamperproof night deposit bags are also available through the Accounting Department.

All money collected must be deposited daily. In accordance with C.P.S.B. policy, money should never be kept in the school overnight.

Deposits of Money Collected for NSF Checks and Fees

To deposit money collected from an NSF check, the Bookkeeper must complete a separate deposit slip for the NSF check and the NSF fee. In the body of the deposit slip, the Bookkeeper will write "NSF Collection" on the NAME line. An NSF Charge Reversal (in the amount of the NSF check) should be posted to the student's ledger card in ProCare. The NSF fee of \$25.00 should also be posted on the student's ledger card in ProCare. The Bookkeeper shall make a copy of the deposit slip and a copy of the NSF check and send the copies to the CPSB Accounting Department.

Tuition Transfers

An EDP Tuition Transfer Form (*see appendix D3*) must be submitted to the Internal Auditing Department if tuition money should be transferred to another CPSB Extended Day Program. A customer statement and specific charge/credit summary report reflecting all account activity should be attached to the tuition transfer form and sent to the Internal Auditing Department. Upon approval, the Accounting Department will send documentation to both schools. Upon receipt of the approved Tuition Transfer form, the Bookkeeper at the school that the student transferred from should enter a Balance Forward on the ledger card and note Tuition Transfer in the comment box. The Bookkeeper at the school that the student transferred to will enter a Balance Forward on the ledger card and note Tuition Transfer in the comment box.

Bad Debt Write-Offs

Accounts should be reviewed at least annually for uncollectable accounts. Uncollectable balances may be written off as bad debt if the following criteria are met: there must be written approval of the Principal to write off the balance, the account must have been submitted to the CPSB attorney for collections (if over \$50.00), and the family must no longer attend your school. If these criteria are met, the procedure for writing off a balance as bad debt is as follows:

1. Print a Customer Statement in ProCare reflecting all activity on the account and have Principal sign indicating approval to write off as bad debt. Include a copy of this approval with your financial statement that month and keep the original in the student's file.
2. Under the description box on the ledger card in ProCare, select "Bad Debt Write Off." Enter the amount that will zero out the balance. In the event the family would ever return to your school and attempt to register in your program, you would void the bad debt write off and they would need to pay the balance on the account in order to register.

Credit Balances

Credit balances should be reviewed and accounted for at the end of every school year and summer.

Non-Refundable Credit Balances

According to the tuition and fees policy, unused registration, insurance, and/or tuition is non-refundable. For students withdrawn from the program and have a non-refundable credit balance, the Bookkeeper should post a "Deposit -General" entry on the ledger card to clear out the credit. (In the event that the family re-registers in the program, the "Deposit-General" entry would need to be voided so that the credit may be applied to current charges.)

Refundable Credit Balances

Summer absence credits, quarantine absence credits, and/or school closure credits are refundable. The family can leave the credit on the account to be used in the future, or they may opt to have it refunded. If the child is withdrawn from the program and will not be returning, the credit will need to be refunded by submitting a billhead to the Internal Auditing Department. Be sure to verify the correct address with the parent before submitting the Billhead. A customer statement reflecting all ledger card activity should be printed from ProCare and included with the billhead.

Using the "Log"

The "Log" is a very useful tool used to make notes in ProCare. Each family has its own "Log," in which comments may be added as needed. An explanation should be entered in the "Log" for all voids, adjustments, miscellaneous charges and/or miscellaneous credits. It is recommended that Bookkeepers utilize the "Log" for any situations that need an explanation or documentation.

Monthly Financial Statement

On the first working day of the month, after all entries and billing have been input, the Bookkeeper must print select reports and prepare a financial statement which will be submitted to the Internal Auditing Department by the due date. Month-End Balancing Procedures can be found in the Extended Day ProCare manual. *(See appendix D4 for the EDP Financial Statement Coversheet).*

YEAR-END TAX PROCEDURES

IRS Form W-10

The IRS Form W-10 (see appendix D5) provides parents with the CPSB taxpayer identification number. It should be provided to parents in January of each year. The TIN for CPSB is 72-6000235.

Parent Tax Statement

A summary of childcare payments made for the year (January 1 – December 31) should be provided to parents in mid-January of each year. *(Parent Tax Statement instructions are provided on page D6 of the appendix).*

FILING REQUIREMENTS

- ProCare receipts should be stapled in numerical order to their corresponding deposit slip, bank receipt, Daily Receipt Record, and ProCare Deposit Report. Deposits should be filed in numerical receipt order and filed in folders by **Month**.
- Student Attendance Logs should be filed in folders or binders by **Month**.
- Copies of Monthly Financial Statements must be filed in folders or binders by **Month**.
- Customer Statements should be filed in folders or binders by Month or in the individual student files.
- Employee Sign-in/Sign-out Sheets, Supplemental Payroll Forms, Late Sign-Out Sheets, and Verification of Hours in Primary CPSB Position Forms should be filed in folders or binders by **Pay-Period**.
- Each Child registered with Extended Day should have an Extended Day student file containing all personal information (Family Registration Form, Status Change Forms, correspondence with parents, Principal's approval for adjustments in tuition, etc.)

SECTION E

PURCHASING PROCEDURES

(E) PURCHASING PROCEDURES

All money collected in the Extended Day Program for registration and tuition shall be deposited into a CPSB account designated for the program. The Calcasieu Parish School Board maintains records of the transactions for each individual school participating in the program. From these funds, CPSB pays salaries and related expenses through the CPSB Payroll Department. The Calcasieu Parish School Board either pays for or reimburses for purchases made by the school for items necessary to operate the program. The remainder of the unexpended money shall be divided semi-annually between the CPSB and the school. The school will receive a check from CPSB for 75% of the revenue from the program and the Calcasieu Parish School Board will retain 25%.

The Site Director may purchase equipment, materials, and supplies necessary for the program's operation. The school Principal must approve the purchases. To purchase an item, one of the following purchasing methods must be followed:

1. The Site Director may purchase items and pay for them and then request reimbursement from the CPSB. The purchases must be less than \$300.00. To obtain reimbursement, the Site Director will complete the Employee Expense and Travel Reimbursement Voucher (*see EDP Website – Section E*) and attach the paid invoices. If the purchase was paid by check, a copy of both sides of the cancelled check must also be attached. The Employee Expense and Travel Reimbursement Voucher must be approved by the Principal and the Internal Auditor. A CPSB check will be issued to the employee.
2. Items may be purchased and paid for with a school check following school procedure. The School Bookkeeper will send a Billhead (*appendix D2*) to Internal Auditing and attach the canceled check and related invoices reflecting signature of receipt. The Billhead must be approved by the Principal and the Internal Auditor. A CPSB check will be issued to the school.

SECTION F

ESTABLISHING A NEW EXTENDED DAY PROGRAM

(F) ESTABLISHING A NEW EXTENDED DAY PROGRAM

When there is evidence of interest in an Extended Day Program, the Principal should do the following:

1. Conduct a needs assessment including a letter to parents (*see appendix F1*) and a survey form (*see appendix F2*). A sample survey letter is provided for your convenience.
2. Assess survey results to determine an approximate number of students who will actually enroll. A minimum of twenty monthly students (**maintaining a daily average of 20**) is required to implement a program. (Survey results are not always firm commitments.)
3. Notify the Internal Auditor in writing of request to implement an Extended Day Program. Include a copy of all completed surveys with request as well as the names and positions of those that would work in the program.

Upon approval from the Internal Auditor, the Principal should do the following:

4. Select a Site Director who can best fulfill the requirements of the program and meet the needs of children. A faculty member or someone familiar with established school routines and policies may best serve as Site Director. For new programs, the Site Director will also be responsible for the program's bookkeeping duties.
5. Complete the necessary documentation: (a) Employment Application, (b) Employment Contract, and (c) Job Description.
6. The Site Director must contact the Internal Auditing Department to schedule Extended Day observations. Prior to program implementation, at least three days of observation in other programs is required. Observations must be done at three different Extended Day locations.
7. Upon completion of observations, the Site Director must contact the Internal Auditing Department to make arrangements for training. The Site Director is responsible for in-service training for Support Teachers.
8. Conduct registration. A minimum of 20 monthly students (**maintaining daily average of 20**) is necessary for program implementation. A minimum of 30 monthly students (**maintaining daily average of 30**) is needed for a summer program.
9. Hire an appropriate number of Support Teachers according to student registration. Inform each employee that the position is contingent upon student attendance as well as performance as cited in the job description.

The Extended Day Program has been designed to provide a basic structure adaptable to the gross monthly revenues and the unique needs of each school site. It is the Principal and Site Director's responsibility to keep the program financially solvent. The number of support teachers and the number of hours they are employed may vary according to the number of students present during specific times.