

# August 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Teacher Virtual PD Day; Prepare Financial Statement if you had a summer program	2 Payroll Due; Teacher Virtual PD Day	3
4	5 System-Wide Inservice; New Site Director/BK Training	6 System-Wide Inservice	7 Teacher Inservice Home School	8 Teach Inservice Home School	9 July Financial Statement Due if you had a summer program; Students' First Day of School	10
11	12	13	14	15	16	17
18	19	20	21 *24-25 Forms due to Internal Audit (see list Below); Assess Monthly Late Payment Fees	22	23 **Enrollment lists due to Risk Management	24
25	26	27	28	29	30 Payroll Cut Off	31
<p>Notes: Manually Post August Tuition. Remember to post reg/ins fees. *24-25 Information due to Internal Audit on 8/21: (1) Salary Information Form (2) Site Information Form (3) Emergency Plan - complete plan except for student information sheets (4) Emergency Plan Acknowledgment Form (5) Staff inservice agenda &amp; sign in sheet - There is no form for this. You create your own. (6) Policies and Procedures Manual Sign Off Sheet for Site Director and Bookkeeper ** See Policy Manual p. 6 for instructions on printing enrollment lists.</p>						

# September 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 School Closed - Labor Day	3 Do contract billing; Prepare Financial Statement	4	5	6 Payroll Due	7
8	9	10	11	12	13 Financial Statement Due	14
15	16	17	18	19	20	21
22	23 Assess Monthly Late Payment Fees	24	25	26	27 Payroll Cut Off	28
29	30					

# October 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Do Contract Billing; Prepare Financial Statement	2	3	4 Payroll Due	5
6	7	8	9	10 Financial Statement Due	11 Teacher Inservice - Home School	12
13	14 School Closed - Fall Break	15 School Closed - Fall Break	16	17	18	19
20	21	22 Assess Monthly Late Payment Fees	23	24	25	26
27	28	29	30	31		

# November 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Payroll Cut Off; Do Contract Billing; Prepare Financial Statement	2
3	4	5 School Closed - Election Day	6	7	8 Payroll Due and Financial Statement Due	9
10	11 School Closed - Veteran's Day	12	13	14	15	16
17	18	19	20	21 Assess Monthly Late Payment Fees	22	23
24	25 School Closed - Thanksgiving Break	26 School Closed - Thanksgiving Break	27 School Closed - Thanksgiving Break	28 School Closed - Thanksgiving Break	29 Payroll Cut Off; School Closed - Thanksgiving Break	30

# December 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Do Contract Billing; Prepare Financial Statement	3	4	5	6 Payroll Due	7
8	9	10	11	12	13 Financial Statement Due	14
15	16	17	18	19	20	21
22	23 School Closed - Christmas Break	24 School Closed - Christmas Break	25 School Closed - Christmas Break	26 School Closed - Christmas Break	27 School Closed - Christmas Break	28
29	30 School Closed - Christmas Break	31 School Closed - Christmas Break				

# January 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 School Closed - Christmas Break	2 School Closed - Christmas Break	3 Payroll Cut Off; School Closed - Christmas Break	4
5	6 School Closed - Teacher Inservice Home School	7 Do Contract Billing; Prepare Financial Statement	8 Assess Monthly Late Payment Fees for Dec.	9	10 Payroll Due	11
12	13	14	15 Financial Statement Due	16	17	18
19	20 School Closed - MLK Jr. Day	21	22 Assess Monthly Late Payment Fees for Jan.	23	24	25
26	27	28	29	30	31 Payroll Cut Off	

# February 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Do Contract Billing; Prepare Financial Statement	4	5	6	7 Payroll Due and Financial Statement Due	8
9	10	11	12	13	14	15
16	17	18	19	20	21 Assess Monthly Late Payment Fees	22
23	24	25	26	27	28 Payroll Cut Off	

# March 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b>
<b>2</b>	3 School Closed - Mardi Gras Break	4 School Closed - Mardi Gras Break	5 School Closed - Mardi Gras Break	6 Do Contract Billing; Prepare Financial Statement	7 Payroll Due	<b>8</b>
<b>9</b>	10 System/School Inservice Day	11	12	13	14 Financial Statement Due	<b>15</b>
<b>16</b>	17	18	19	20	21 Assess Monthly Late Payment Fees	<b>22</b>
<b>23</b>	24	25	26	27	28 Payroll Cut Off	<b>29</b>



# April 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Do Contract Billing; Prepare Financial Statement	2	3	4 Payroll Due	5
6	7	8	9	10	11 Financial Statement Due	12
13	14	15	16	17	18 School Closed - Good Friday	19
20	21 School Closed - Easter Break	22 School Closed - Easter Break	23 School Closed - Easter Break	24 School Closed - Easter Break	25 School Closed - Easter Break	26
27	28	29 Assess Monthly Late Payment Fees	30			

# May 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Do Contract Billing; Prepare Financial Statement	2 Payroll Cut Off	3
4	5	6	7	8	9 Payroll Due and Financial Statement Due	10
11	12	13	14	15	16	17
18	19	20	21 Last day for students (half day); Assess Monthly Late Payment Fees	22 Teacher Inservice - Home School	23 Teacher Inservice - Home School	24
25	26 CPSB closed - Memorial Day	27	28	29	30 Payroll Cut Off	31

# June 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>	2 If having a summer program - do contract billing and prepare financial statement on first working day in June	3	4	5	6 Payroll Due	<b>7</b>
<b>8</b>	9	10	11	12	13 Financial Statement Due	<b>14</b>
<b>15</b>	16	17	18	19 CPSB Closed - Juneteenth	20	<b>21</b>
<b>22</b>	23 Assess Late Payment Fees	24	25	26	27 Payroll Cut Off	<b>28</b>
<b>29</b>	30					

# July 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 If having a summer program, do contract billing and prepare financial statement	2	3 Payroll Due	4 CPSB Closed - 4th of July	5
6	7	8	9	10	11 Financial Statement Due	12
13	14	15	16	17	18	19
20	21	22 Assess Late Payment Fees	23	24	25	26
27	28	29	30	31		