Calcasieu Parish School Board

BUILDING FOUNDATIONS FOR THE FUTURE

Dr. Jason VanMetre, Superintendent

EXTENDED DAY PROGRAM

Summer Parent Handbook

Tuition Options

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

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

- **Drop In Tuition (available at participating programs)**
  - Drop-in tuition is a daily rate that is charged each day that a child is in attendance.

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

Tuition Status Change

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

MyProCare and Fee Policies

- Tuition and fees are payable by cash, check, money order, Visa, or Master Card.
  - Parents can swipe their card at the Check-in station to view and pay their bill.
  - Parents can create a MyProCare account at MyProCare.com and pay their bill online.
    - To create an account, go to MyProcare.com and enter your email address (the email address you have on file with your school's Extended Day Program) and choose "Secure Login."
    - Enter the confirmation code sent to your email, and press "Submit."
    - You may view your child's account and use the "Pay" button to make a payment with your card.
      - A $10.00 fee will be assessed for declined credit card transactions.
- Nonpayment or continued untimely payment of tuition/fees will result in termination.
- The Program is not responsible for interruptions in the delivery of the U.S. Postal Service which may delay receipt of payment. The Program is not responsible for payments sent in students' backpacks or left at the school office.
- Payments made by swiping a credit/debit card at the program's check-in station are processed immediately. Payments made online via MyProcare.com have a processing time of up to three business days. To avoid the assessment of late payment fees, payments made online at MyProcare.com should be made in advance to account for processing time.
- The Program reserves the right to require payment by cash or money order.
- Students may not transfer to another CPSB Extended Day Program, re-enter any Program, change status to drop in or continue in the program with a balance due.

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

Field Trips
Most C.P.S.B. summer programs take two field trips per week. Field trips are provided to a variety of sites within Calcasieu parish. Examples are libraries, parks, movie theatres, skating rinks, bowling, Children's Museum, etc. School buses are used as field trip transportation. A completed C.P.S.B. Parent-Guardian Permission Form must be obtained for each trip. We do not staff employees to remain at school on field trip days. Parents will need to make alternate childcare arrangements if they do not want their child to attend a field trip.

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

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

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

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

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

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

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

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

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

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

EXTENDED DAY PROGRAM

Summer 2026 Fee Schedule

Summer 2026 Fee Schedule		
Dates Open: June 1 - July 31	**FULL TIME** *Billed Monthly (billed on 6/1 and 7/1)*	**DROP IN** *(available at participating programs)* *Billed Daily*
First Child Rate	$380.00	$30.00
Additional Child Rate	$230.00	$25.00

**Payment must be received by the 20th of the month to avoid assessment of late payment fee(s).*

**Payment must be received the day service is provided to avoid assessment of late payment fee(s).*

Summer programs that begin prior to June 1st and/or extend after July 31st:
Some summer programs may choose to open prior to June 1st and/or remain open after July 31st. In such cases, monthly students that attend on these extra days will be billed at a daily rate of $19 (first child) and $12 (additional child).

Fees:	
REGISTRATION FEE	$40 (includes $30 registration fee and $10 secondary insurance)
LATE PICK UP FEE	$10 (per child for every 10 minute interval or portion thereof)
LATE PAYMENT FEE - MONTHLY	$20 per child
LATE PAYMENT FEE - DROP IN	$5 per child
RETURN CHECK FEE	$25

See attached Tuition and Fee Policies.

EXTENDED DAY PROGRAM

Summer Program Tuition and Fee Policies

Revised 3/25

SUMMER PROGRAM TUITION AND FEE POLICIES:

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

REGISTRATION

- Registration requires completion of all registration forms and payment of a nonrefundable registration fee. Monthly tuition will be pro-rated when registering in the program mid-month. The pro-rated rate will be calculated multiplying the daily rate [($19 (first child) $12 (additional child)] by the number of days that the child will be registered. The student's Extended Day balance from the school year must be paid in full prior to enrolling in the summer program. A student may not have a balance due at any CPSB Extended Day Program prior to enrolling in the summer program.

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.
- Accounts are billed monthly, regardless of student attendance.
- When termination occurs during any part of a month, unused monthly tuition is nonrefundable. The parent is responsible for signing a Termination Form in order to withdraw from the program and stop monthly billing.
- 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 of $95 (first child) and $58 (additional child). <u>This weekly credit will be limited to two (2) weeks over the summer program with one week credit allowed in June and one week credit allowed in July.</u> 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 (Available at Participating Programs)

- 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 tuiton for days when no attendance occurred will not be refunded.

LATE PICK UP FEE

- All students must be signed out by 6:00 p.m. Beginning at 6:01 p.m., a late pick-up fee will be assessed, per student, for every 10 minute interval or portion thereof. Late pick-up fees are due immediately at the time of the occurrence. Repeated late pick-ups may result in termination from the program.

TUITION STATUS CHANGE

- A tuition status change may be made one time during the summer program 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.

EXTENDED DAY PROGRAM

Finger Scan Permission Form

Child/Children's Names: _____

I give permission for my child to be checked-in or checked-out of the Extended Day Program by having his/her finger scanned at the Extended Day Check-In Station.

_____ _____

Parent's Signature Date

_____

Parent's Name (please print)

SUMMER PROGRAM
FAMILY REGISTRATION FORM

Name of Child/Children: _____

Parent/Guardian Information

Registration Date:_____

Mother/Guardian First Name: _____ M.I.___ Last Name: _____

Address: _____

Home Phone: ( ) _____Employed By: _____

Office Phone: ( ) _____Work Hours: _____

Cell Phone: ( ) _____ Cell Phone Carrier (required): _____

Email (required): _____

Driver's License #: _____

Calcasieu Parish School Board employee? Yes_____ No_____

Marital Status:[ ] Married [ ] Single [ ] Divorced [ ] Separated [ ] Widowed [ ] Other_____

[ ] Custodial Parent (If married, mark both parents)

Is Mother/Guardian authorized to pick-up child? Yes _____ No _____

**If mother is not authorized to pick-up child due to custody arrangement, legal paperwork must be provided to Director.*

Father/Guardian First Name: _____ M.I.___ Last Name: _____

Address: _____

Home Phone: ( ) _____Employed By: _____

Office Phone: ( ) _____ Work Hours: _____

Cell Phone: ( ) _____ Cell Phone Carrier (required) _____

Email (required): _____

Driver's License #: _____

Calcasieu Parish School Board employee? Yes_____ No_____

Marital Status:[ ] Married [ ] Single [ ] Divorced [ ] Separated [ ] Widowed [ ] Other_____

[ ] Custodial Parent (If married, mark both parents)

Is Father/Guardian authorized to pick-up child? Yes _____ No _____

**If father is not authorized to pick-up child due to custody arrangement, legal paperwork must be provided to Director.*

Child Information

1st Child First Name: _____ M.I.___ Last Name: _____

Name child prefers to be called: _____ Grade/Class:_____

Child's Address: _____

Date of Birth:_____ Gender: [ ] Male [ ] Female

List any existing medical conditions, medication and/or special attention your child may require?

_____

Allergies: _____

Pediatrician's Name: _____ Phone: ( ) _____

List authorized pick-up persons/emergency contacts (other than parents/guardians):

1st Contact/Pick Up Name: _____ Phone: _____ Relationship: _____

2nd Contact/Pick Up Name: _____ Phone: _____ Relationship: _____

3rd Contact/Pick Up Name: _____ Phone: _____ Relationship: _____

2nd Child First Name: _____ M.I.___ Last Name: _____

Name child prefers to be called: _____ Grade/Class:_____

Child's Address: _____

Date of Birth:_____ Gender: [ ] Male [ ] Female

List any existing medical conditions, medication and/or special attention your child may require?

_____

Allergies: _____

Pediatrician's Name: _____ Phone: ( ) _____

Are authorized pick-up persons the same as 1st Child? Yes____ No _____ (if no, list authorized pick-ups persons)

1st Contact/Pick Up Name: _____ Phone: _____ Relationship: _____

2nd Contact/Pick Up Name: _____ Phone: _____ Relationship: _____

3rd Contact/Pick Up Name: _____ Phone: _____ Relationship: _____

3rd Child First Name: _____ M.I.___ Last Name: _____

Name child prefers to be called: _____ Grade/Class:_____

Child's Address: _____

Date of Birth:_____ Gender: [ ] Male [ ] Female

List any existing medical conditions, medication and/or special attention your child may require?

_____

Allergies: _____

Pediatrician's Name: _____ Phone: ( ) _____

Are authorized pick-up persons the same as 1st Child? Yes____ No _____ (if no, list authorized pick-ups persons)

1st Contact/Pick Up Name: _____ Phone: _____ Relationship: _____

2nd Contact/Pick Up Name: _____ Phone: _____ Relationship: _____

3rd Contact/Pick Up Name: _____ Phone: _____ Relationship: _____

4th Child First Name: _____ M.I.___ Last Name: _____

Name child prefers to be called: _____ Grade/Class:_____

Child's Address: _____

Date of Birth:_____ Gender: [ ] Male [ ] Female

List any existing medical conditions, medication and/or special attention your child may require?

_____

Allergies: _____

Pediatrician's Name: _____ Phone: ( ) _____

Are authorized pick-up persons the same as 1st Child? Yes____ No _____ (if no, list authorized pick-ups persons)

1st Contact/Pick Up Name: _____ Phone: _____ Relationship: _____

2nd Contact/Pick Up Name: _____ Phone: _____ Relationship: _____

3rd Contact/Pick Up Name: _____ Phone: _____ Relationship: _____

Tuition / Payment Information:	**T-shirt Sizes:**
I agree to pay tuition based on the selection below. A Status Change Form must be requested from staff for changes in tuition status and must be submitted in advance of tuition status change.	Child Name: _____ Size: _____
I would like to be billed (check one): _____ Monthly Fee _____ Daily Drop-in Fee	Child Name: _____ Size: _____ Child Name: _____ Size: _____ Child Name: _____ Size: _____

Please outline below the person(s) responsible for payment of tuition and fees.

_____

Additional Comments & Information:

Is there is any other information that that would be helpful to our EDP management and teaching staff?

_____

_____

Signature:

My signature below certifies that I have received a copy of the Extended Day Parent Handbook and have reviewed the policies. I understand that failure to follow the Program's policies and procedures may result in termination. I also fully understand the Program's policies with regard to tuition and fees.

Parent's Signature: _____ Date: _____

EXTENDED DAY PROGRAM
Photo/Video Release Form

NAME OF STUDENT: _____

I give permission for my child to be photographed and/or recorded on video in connection with Calcasieu Parish Extended Day Program activities. I understand that all photos and videos will become the property of Calcasieu Parish Extended Day Program. These recordings may be used in in-service presentations and displays, informative brochures, and/or maintained for security purposes. I further agree that any reproductions may also be published and distributed to the general public.

I understand and agree to the above stated conditions and give permission for my child to participate.

_____

Parent/Legal Guardian (Please Print)

_____ _____

Parent/Legal Guardian (Signature) Date

EXTENDED DAY PROGRAM

Registration Requirements & Conduct Policy and Discipline Procedures

Registration Requirements: Calcasieu Parish Public School elementary children are eligible for the participation in the Extended Day Program if they meet all of the following criteria:

1. Attend a school where the program is offered
2. Are at least four years of age
3. Are potty trained and able to use the bathroom by oneself

Conduct Policy & 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 child care. 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. In the event that a child would bring 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 act in an orderly and safe manner at all times.

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 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. 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 damages done by their child to school property. Parents will be notified of the cost of any such damages in writing and will be required to sign a notice of disciplinary action.

These policies are established in order to assure a safe, secure, and orderly atmosphere and are established in the best interest of all the children. Participants are required to observe conduct regulations at all times.

Student's Name _____

Parent's Signature_____ **Date** _____

EXTENDED DAY PROGRAM
Parent Questionnaire

Child's Name: _____

Parent/Guardian completing questionnaire: _____

In order to provide the best care for your child in the Extended Day Program, please take a moment to tell us a little bit about your child. All information provided will be confidential. The Program operates under the Americans with Disabilities Act and does not discriminate against individuals with disabilities. The information provided is not to exclude your child from the program but to assist the Program in making any special accommodations necessary. The purpose of this questionnaire is to ensure that all of your child's needs are adequately met.

THIS QUESTIONNAIRE IS OPTIONAL AND IS NOT REQUIRED FOR REGISTRATION IN THE PROGRAM.

1. **Does your child have any physical disabilities/disorders/developmental delays (diagnosed or suspected)?** If so, please describe:

   _____

   _____.

2. **Do you have any concerns about your child (anxiety, fears, behavior/social/anger issues)?** If so, please describe:

   _____

   _____.

3. **Does your child have any allergies?** If so, please describe:

   _____

   _____.

4. **Is your child toilet trained?** If not, please describe assistance needed:

   _____

   _____.

5. **Are there any special family situations that the program should know about?** If so, please describe:

   _____

   _____.

6. **Please make comments about anything else that you think the Program needs to know about your child.**

   _____

   _____.