



EXTENDED DAY PROGRAM

Parent Handbook

WELCOME

We understand how important dependable, high-quality childcare is for your family. Our Extended Day Program provides a safe, caring, and structured environment for your child during the hours he or she is not in school. This handbook outlines the policies and procedures that guide our program. Please keep it for reference throughout the school year. Your Site Director is always available to assist you.

PURPOSE & PHILOSOPHY

The Extended Day Program provides Calcasieu Parish elementary families with after-school childcare at all program sites, as well as morning and summer care at designated locations. Participation is voluntary. The goal of the program is to provide a healthy and secure environment before and after school for children in Calcasieu Parish. It is the intent of the program to provide an atmosphere which affords each child an opportunity to enhance intellectual, personal, social, and physical development.

PROGRAM AVAILABILITY

Extended Day operates on regular school days.

- **Afternoon Care:** School dismissal until 6:00 p.m.
- **Morning Care:** Available at select sites
- **Holiday Care:** Available at select sites
- **Summer Programs:** Available at select sites

Your Site Director will provide your school's specific schedule.

REGISTRATION

To enroll, families must submit:

- All required registration forms
- The annual, nonrefundable registration and insurance fee (per child)
- The first month's tuition (for monthly billing families)

Students may not enroll with an outstanding balance at any CPSB Extended Day Program.

ELIGIBILITY REQUIREMENTS

Children may participate if they meet the following criteria:

- Students must attend the school where the program is offered.
- Students must be at least four years old.
- Students must be fully potty trained and able to use the restroom independently.

CELL PHONE & ELECTRONICS POLICY

Cell phones and electronic devices are not allowed. The program is not responsible for lost, stolen, or damaged items. Failure to follow this policy may result in disciplinary action.

(See the CPSB Summer Program Parent Handbook for summer electronics rules.)

TUITION OPTIONS

Monthly Tuition

- Annual tuition is divided evenly across the months September through May.
- August is billed at a discounted rate.
- Tuition is due on the first day of each month.
- Payments made after 6:00 p.m. on the 20th of the month incur a late fee.
- Tuition is not prorated for short weeks, emergencies, or mid-month withdrawal.
- Tuition is billed monthly regardless of attendance.
- Unused tuition is nonrefundable.
- A Termination Form is required to stop billing.
- Alternating custody schedules do not reduce tuition obligations.

Drop-In Tuition (available at participating sites)

- Students are charged per day of attendance.
- Payment is due at the time of service.
- Late fees apply.
- Students may not use drop-in care with an unpaid balance.
- Pre-paid drop-in tuition for days when no attendance occurred will not be refunded.

TUITION STATUS CHANGES

Families may request up to two tuition status changes per school year (such as switching between monthly and drop-in status) as long as the account has no outstanding balance.

A Status Change Form is required. Additional changes incur a \$30 registration fee per child.

MYPROCARE & PAYMENT POLICIES

Accepted payment methods:

- Cash
- Check
- Money order
- Visa, MasterCard, Discover

Parents may:

- Swipe their card at the check-in station
- Create a MyProCare account at MyProCare.com to view and pay their bill

A \$10 fee applies to declined credit card transactions. Repeated late payments may result in termination. Students may not transfer, re-enter, or change tuition status with a balance due.

DAILY SCHEDULE

Dismissal – 4:00 p.m.

- Roll
- Restroom
- Snack
- Student Choice: Supervised Homework or Activity Centers

4:00 – 5:00 p.m.

- Outdoor games/free play (weather permitting)
- Indoor activities offered when needed

5:00 – 6:00 p.m.

- Restroom
- Indoor activities

TAX STATEMENTS

Parents will receive an IRS Form W-10 and a summary of childcare expenses each January.

SUPERVISED HOMEWORK

We provide a quiet, supervised space for homework. Children are responsible for knowing their assignments and bringing needed materials. Staff will answer questions and monitor progress, but this is not a tutoring service. Homework is encouraged but not required.

ATTENDANCE TRACKING

Attendance is recorded using ProCare.

- Students check in using a finger scanner.
- Parents/authorized pickups must check out using the scanner.
- Children are released only to individuals listed on the Family Registration Form.
- If the person arriving or pick-up is not personally known to staff, verification through a valid photo ID is required prior to releasing the student.

EMERGENCY DISMISSAL & SCHOOL CLOSURES

If an emergency requires early dismissal or school closure, safety is our top priority. If Calcasieu Parish schools close due to an emergency, Extended Day will not operate. Parents must keep emergency contact information updated.

SNACKS

Snack procedures vary by site. Options may include:

- Snacks brought from home
- Snacks purchased from school concessions
- Parent-provided snacks for special occasions
- Snacks provided by the Food Services Department

Your Site Director will share your school's snack plan.

MANDATED REPORTERS

All Extended Day staff members are mandatory reporters of suspected child abuse or neglect, as required by state law.

CONDUCT & DISCIPLINE

To support a safe and positive environment families are required to review and sign the program's Conduct Policies and Discipline Procedures as part of the registration process.

REGISTRATION PACKET

To complete registration, please fill out and sign the attached forms listed below and submit them to your school's Extended Day Program along with the registration and insurance fee and the first month's tuition.

- Family Registration Form
- Finger Scan Permission Form
- Photo/Video Release Form
- Registration Requirements & Conduct Policy
- Parent Questionnaire (optional)

EXTENDED DAY PROGRAM

2026-2027 Tuition and Fees



2026-2027 School Year Tuition Schedule (effective August 13, 2026)						
AUGUST	PM ONLY	AM ONLY	AM & PM	PM DROP IN	AM DROP IN	NON-SCHOOL DAY DROP IN
	*(Monthly)	*(Monthly)	*(Monthly)	(Daily)	(Daily)	(Daily)
First Child	\$130.00	\$55.00	\$145.00	\$14.00	\$8.00	\$30.00
Additional Children	\$70.00	\$25.00	\$85.00	\$8.00	\$5.00	\$25.00
SEPT-MAY	PM ONLY	AM ONLY	AM & PM	PM DROP IN	AM DROP IN	NON-SCHOOL DAY DROP IN
	*(Monthly)	*(Monthly)	*(Monthly)	(Daily)	(Daily)	(Daily)
First Child	\$190.00	\$80.00	\$205.00	\$14.00	\$8.00	\$30.00
Additional Children	\$105.00	\$45.00	\$120.00	\$8.00	\$5.00	\$25.00

**The monthly tuition has been calculated based on the number of weeks that school is in session, and the annual cost has been allocated evenly over the months of September through May. As an aid to parents at the beginning of the school year, August tuition is provided at a discounted rate.*

Fees:	
REGISTRATION FEE (PER CHILD)	\$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

2026-2027 Tuition and Fee Policies

TUITION AND FEE POLICIES:

- Tuition and fees are payable by cash, check, money order, or via MyProCare (Visa/Mastercard/Discover).
- 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. In order 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 Program with a balance due.

REGISTRATION

- Registration requires completion of all registration forms and payment of an annual nonrefundable registration fee (per child) , plus the monthly tuition for the first month of services (if registering to be billed on a monthly basis). Tuition will be pro-rated when registering the program mid-month. The pro-rated rate will be calculated by multiplying the following applicable rate (First Child: \$8 PM, \$4 AM, and \$9 AM/PM Additional Child: \$5 PM, \$2 AM, \$6 AM/PM) by the number of school days in the month that the child will be registered . A student may not have a balance due at any CPSB Extended Day Program prior to enrolling.

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.
- Families who have children in attendance on alternating weeks will be expected to pay the full monthly tuition regardless of custody issues.

DROP IN TUITION (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 tuition 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 two times per school year and only if there is no past due balance on the account. Changes in tuition status will require signing the Status Change Form. Additional status changes will incur an additional registration fee (\$30), per child. Status changes to drop in will not be considered for any student who has a balance due.



**EXTENDED DAY PROGRAM
FAMILY REGISTRATION FORM**

SHEET 1 OF 3

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 – used for MyProCare online payment registration): _____

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 the mother is not authorized to pick up the child(ren) due to a custody arrangement, legal documentation must be provided to the Site 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 – used for MyProCare online payment registration): _____

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 the father is not authorized to pick up the child(ren) due to a custody arrangement, legal documentation must be provided to the Site 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: _____

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: _____

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: _____

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: _____

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:**

I agree to pay the rates selected 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. No credits will be given/expected for absences.

My child will attend (check one):

_____ Morning (if offered)

_____ Afternoon

_____ Morning and Afternoon (if offered)

I would like to be billed (check one):

_____ Monthly Fee

_____ Daily Drop-in Fee (if offered)

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

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/Legal Guardian's Name (please print)

Parent/Legal Guardian's Signature

Date

EXTENDED DAY PROGRAM

Photo/Video Release Form



Child/Children's Name(s): _____

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 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 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. In the event that a child would bring a weapon 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.

To maintain a positive and respectful environment for children and staff, parents and guardians are expected to conduct themselves in a courteous and professional manner at all times. Disrespectful, aggressive, or inappropriate behavior by a parent or guardian—including verbal abuse, threats, intimidation, or refusal to follow program procedures—may result in dismissal from the Extended Day Program. The safety and well-being of students and staff is our highest priority, and the program reserves the right to take immediate action when necessary. These policies are established to assure a safe, secure, and orderly atmosphere and are established in the best interest of all children. Participants are required to observe conduct regulations at all times.

Child/Children's Name(s) _____

Parent/Legal Guardian's Signature _____

Date _____

EXTENDED DAY PROGRAM

Parent Questionnaire



Child/Children's Name(s): _____

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.

_____.