

August

2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31 PAYROLL CUT OFF	01
02	03 MANUALLY POST AUG TUITION & REG/INS FEES; PREPARE JULY FS IF YOU HAD A SUMMER PROGRAM	04	05 EDP INSERVICE	06	07 PAYROLL DUE; JULY FS DUE; CPR TRAINING; NEW EMPLOYEE TRAINING	08
09	10 MEDICATION TRAINING; CPR TRAINING	11	12	13 FIRST DAY OF SCHOOL	14	15
16	17	18	19	20 *26-27 FORMS DUE TO INTERNAL AUDIT (SEE NOTES BELOW)	21 ASSESS MONTHLY LATE PAYMENT FEES	22
23	24	25	26	27	28 PAYROLL CUT OFF	29
30	31	Notes: Remember to manually post August tuition charges and reg/ins fees. *26-27 forms due to Internal Audit on 8/20: (1) Salary Information Form (2) Site Information Form (3) Emergency plan - complete plan except for student information sheets (4) Emergency Plan Acknowledgement Form (5) Staff In-Service agenda and sign in sheet (There is no form for this. You create your own.) (6) Policies and Procedures Manual Sign off Sheet for Site Diretor, Assistant Site Director and Bookkeeper.)				

September

2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	01 DO CONTRACT BILLING; PREPARE FINANCIAL STATEMENT	02	03	04 PAYROLL DUE	05
06	07 NO SCHOOL - LABOR DAY	08	09	10 AUGUST FS DUE	11	12
13	14	15	16	17	18	19
20	21	22 ASSESS LATE PAYMENT FEES	23	24	25 PAYROLL CUT OFF	26
27	28	29	30	01	02	03
04	05	Notes:				

October

2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	01 DO CONTRACT BILLING; PREPARE FINANCIAL STATEMENT	02 PAYROLL DUE	03
04	05	06	07	08 SEPT FS DUE	09 NO SCHOOL - INSERVICE DAY	10
11	12 NO SCHOOL - FALL BREAK	13 NO SCHOOL - FALL BREAK	14	15	16	17
18	19	20	21 ASSESS LATE PAYMENT FEES	22	23	24
25	26	27	28	29	30 PAYROLL CUT OFF	31
01	02	Notes:				

November

2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
01	02 DO CONTRACT BILLING; PREPARE FINANCIAL STATEMENT	03 NO SCHOOL - ELECTION DAY	04	05	06 PAYROLL DUE	07
08	09	10 OCT FS DUE	11 NO SCHOOL - VETERAN'S DAY	12	13	14
15	16	17	18	19	20	21
22	23 NO SCHOOL - THANKSGIVING	24 NO SCHOOL - THANKSGIVING	25 NO SHOOL - THANKSGIVING	26 NO SCHOOL - THANKSGIVING	27 PAYROLL CUT OFF NO SCHOOL - THANKSGIVING	28
29	30 ASSESS LATE PAYMENT FEES	01	02	03	04	05
06	07	Notes:				

December

2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	01 DO CONTRACT BILLING; PREPARE FINANCIAL STATEMENT	02	03	04 PAYROLL DUE	05
06	07	08	09	10 NOV FS DUE	11	12
13	14	15	16	17	18	19
20	21 NO SCHOOL - CHRISTMAS	22 NO SCHOOL - CHRISTMAS	23 NO SCHOOL - CHRISTMAS	24 NO SCHOOL - CHRISTMAS	25 NO SCHOOL - CHRISTMAS	26
27	28 NO SCHOOL - CHRISTMAS	29 NO SCHOOL - CHRISTMAS	30 NO SCHOOL - CHRISTMAS	31 NO SCHOOL - CHRISTMAS	01 NO SCHOOL - CHRISTMAS	02
03	04	Notes:				

January

2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	01 PAYROLL CUT OFF NO SCHOOL - CHRISTMAS	02
03	04 NO SCHOOL - INSERVICE	05 DO CONTRACT BILLING; PREPARE FINANCIAL STATEMENT	06 ASSESS LATE PAYMENT FEES FOR DECEMBER	07	08 PAYROLL DUE	09
10	11	12	13	14	15 DEC FS DUE	16
17	18 NO SCHOOL - MLK DAY	19	20	21 ASSESS LATE PAYMENT FEES	22	23
24	25	26	27	28	29 PAYROLL CUT OFF	30
31	01	Notes:				

February

2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	01 DO CONTRACT BILLING; PREPARE FINANCIAL STATEMENT	02	03	04	05 PAYROLL DUE	06
07	08 NO SCHOOL - MARDI GRAS	09 NO SCHOOL - MARDI GRAS	10 NO SCHOOL - MARDI GRAS	11	12 JAN FS DUE	13
14	15	16	17	18	19	20
21	22	23 ASSESS LATE PAYMENT FEES	24	25	26 PAYROLL CUT OFF	27
28	01	02	03	04	05 PAYROLL DUE	06
07	08	Notes:				

March

2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	01 DO CONTRACT BILLING; PREPARE FINANCIAL STATEMENT	02	03	04	05 PAYROLL DUE	06
07	08	09	10 FEB FS DUE	11	12	13
14	15 NO SCHOOL - INSERVICE DAY	16	17	18	19	20
21	22	23 ASSESS LATE PAYMENT FEES	24	25	26 PAYROLL CUT OFF NO SCHOOL - EASTER	27
28	29 NO SCHOOL - EASTER	30 NO SCHOOL - EASTER	31 NO SCHOOL - EASTER	01 NO SCHOOL - EASTER	02 NO SCHOOL - EASTER	03
04	05	Notes:				

April

2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	01 NO SCHOOL - EASTER	02 NO SCHOOL - EASTER	03
04	05 PAYROLL DUE; DO CONTRACT BILLING; PREPARE FS	06	07	08	09 MARCH FS DUE	10
11	12	13	14	15	16	17
18	19	20	21 ASSESS LATE PAYMENT FEES	22	23	24
25	26	27	28	29	30 PAYROLL CUT OFF	01
02	03	Notes:				

May

2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	01
02	03 DO CONTRACT BILLING; PREPARE FINANCIAL STATEMENT	04	05	06	07 PAYROLL DUE APRIL FS DUE	08
09	10	11	12	13	14	15
16	17	18	19	20	21 ASSESS LATE PAYMENT FEES	22
23	24	25	26 LAST DAY FOR STUDENTS - HALF DAY	27	28 PAYROLL CUT OFF	29
30	31 CLOSED - MEMORIAL DAY	Notes:				

June

2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	01 IF HAVING A SUMMER PROGRAM; DO CONTRACT BILLING; PREPARE FINANCIAL STATEMENT	02	03	04 PAYROLL DUE	05
06	07	08	09	10 MAY FS DUE	11	12
13	14	15	16	17	18 CLOSED - JUNETEENTH	19
20	21	22 ASSESS LATE PAYMENT FEES	23	24	25 PAYROLL CUT OFF	26
27	28	29	30	01	02	03
04	05	Notes:				

July

2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	01 IF HAVING A SUMMER PROGRAM; DO CONTRACT BILLING; PREPARE FINANCIAL STATEMENT	02 PAYROLL DUE	03
04	05 CLOSED - INDEPENDENCE DAY	06	07	08	09 JUNE FS DUE	10
11	12	13	14	15	16	17
18	19	20	21 ASSESS LATE PAYMENT FEES	22	23	24
25	26	27	28	29	30 PAYROLL CUT OFF (DUE 8/6)	31
01	02	Notes:				