



2025-2026

Extended Day Handbook

Ms. S. Thomas, Principal
Ms. L. Payne, Assistant Principal
Ms. C. Ezeff, Assistant Principal

10187 Twin Cedars
Baton Rouge, LA 70816
225-293-9950 (Office)

2025-2026 Extended Day Handbook Table of Contents

Welcome to Cedarcrest-Southmoor Elementary's 2025-2026 Extended Day Program!.....	3
Extended Day Hours of Operation.....	4
How to Enroll your Child(ren) into the Extended Day Program.....	5
Weekly Payment Plan.....	7
Monthly Payment Plan With Due Dates.....	8
Extended Day Discounts.....	9
Frequently Asked Questions.....	10
2025-2026 No Extended Day Dates.....	11
Parent Acknowledgement Form.....	12

Welcome to Cedarcrest-Southmoor Elementary's 2025-2026
Extended Day Program!

The goal of our program is to provide a safe, structured, and supervised environment for the students enrolled in grades PreK to 5th grade. Our morning care program provides students with relaxed unstructured quiet time in the library or designated classroom before going to breakfast and then to class. Our aftercare program provides a snack, homework assistance, games and computer time to complete school assignments.

The Extended Day Handbook and Registration packet includes useful information about our program. **Please read the entire Handbook carefully.** After reading the handbook, please return the completed registration forms to the school **AND** pay the registration fee **online**. If you have any questions, please call the school at (225) 293-9950.

Your Extended Day Coordinator,

Mrs. M. Young

Mdunn-young@ebrschools.org

Extended Day Hours of Operation

Morning Care

- 6:45 a.m. - 7:55 a.m.
- Drop Offs before 6:45 a.m. will Not be Accepted.
- Parent/Guardian must walk child/children inside and sign-in their child, **NO** child will be allowed to sign-in themselves.
- **Outside breakfast items** are not allowed. (**McDonalds, Donuts, Juice etc.**)
- Students will walk to the cafeteria for breakfast beginning at 7:55 a.m.
- If you arrive at the school at 7:55, you need to get in the carpool line.

Afternoon Care

- 3:30 p.m. - 5:30 p.m.
- When dismissed, students participating in afternoon care will report to the cafeteria.
- A snack will be provided by the EBR Parish School Food Service. There is **no additional cost for the snack**.
- Students will move to their designated areas where they will complete homework assignments. (**Please be reminded that the aftercare program does not provide tutoring.**)
- At **5:20 p.m.** all remaining students will be walked to the sign out table. Students will remain there until they are picked up.
- **Beginning at 5:35 p.m.**, you will be charged a **\$10.00 late pick up fee** and \$1.00 for each additional minute that you are late. (**All late pick up fees must be paid in cash before the next day your child attends the Extended Day Program.**)

How to Enroll your Child(ren) into the Extended Day Program

1. Eligibility Requirements

- **All Extended Day fees from the previous school year must be paid in full.**
- The registration fee must be paid online.
- The registration form must be completed and submitted to the Extended Day Coordinator.
- The acknowledgement form (on page 12) must be signed.

2. Online Payment

- Access the online portal by visiting Cedarcrest - Southmoor Elementary's website at www.cedarcrest-southmoor.weebly.com
- Click the online payment tab to find the Extended Day Fees.
- Pay the registration fee of \$30.00 and select the payment option you prefer.
- Keep in mind that payment plans may be **changed only once per semester.**

3. Drop-In

- The child's teacher and Extended Day Coordinator **must** be notified prior to drop-In.
- The fee for Extended Day Drop-In is \$25.00 for each day used and must be paid in cash, at the time of pickup.
- A registration fee in the amount of \$30.00 will be required after using the Drop-In service **three times.**
- Children not picked up by the end of carpool (3:40pm), will be sent to Extended Day. The \$25.00 fee will be incurred.

4. Additional Payment Information

- Fees are due based on your payment plan (see payment chart).
- Late payments will be charged an additional \$10.00 fee.
- Unpaid fees will prohibit students from attending the Extended Day Program. **This will be strictly enforced.**
- Any paid fees are **non-refundable**, including unexpected cancellations by the district.
- Credits will not be given due to any absences or non-attendance, **for any reason.**

5. General Program Operations

- Extended Day staff will be available to assist with homework.
- Students are strongly encouraged to complete all of their homework, but full completion is not guaranteed.
- Parents are responsible for ensuring completion of their children's homework.
- **Tutoring is not provided at Extended Day.**
- Extended Day services will not be provided on early **dismissal days**.
- Extended Day will be closed if schools are closed, including scheduled holidays and emergencies.

6. Discipline

- Students enrolled in the Extended Day Program shall adhere to the rules and discipline policy set forth by the school, the East Baton Rouge Parish School System, and the Extended Day Program.
- Failure to comply with the rules/guidelines may result in a suspension or expulsion from the Extended Day Program.
- If a child repeatedly breaks the rules, the principal will be notified and a formal meeting will be required with the parent/guardian.

7. Remind App

- Parents are strongly encouraged to join the Extended Day 25-26 group in the Remind App.
- Important Extended Day updates will be sent out via the Remind App.
- Remind also gives parents a way to communicate directly with Extended Day staff.
- You can either join us on the Remind app using code: **csebluejay** or by following the instructions provided [here](#).

Weekly Payment Plan

An annual \$35.00 registration fee per household is required for enrollment/participation in the program. The weekly payment option requires payment for the first week payment and the last week payment at the time of registration. Parents enrolled in the weekly payment plan agree to pay for each week throughout the school year regardless if the child attends or not. Discounts or reduction in fees **will not** be provided for absences for any reason. **This includes unscheduled school closures by the district.**

Breakdown of Enrollment Fees	Registration Fee	AM Only	PM Only	AM & PM	Additional Info.
First Week		\$40.00	\$50.00	\$70.00	
Last week		\$40.00	\$50.00	\$70.00	
Total Amount to Enroll	\$35.00 (one time per year)	\$115.00 (inc. reg fee)	\$135.00 (inc. reg fee)	\$175.00 (inc. reg fee)	
Weekly Fee After Registering		\$40.00	\$50.00	\$70.00	<p>All Payments are Due <u>Monday Morning by 8:00 AM.</u></p> <p>Any payments made after this time will be considered late, and a \$10.00 late fee will be assessed.</p>

Payments are NOT required for the following weeks:

- November 24 - 28 (Thanksgiving Break)
- December 22 - January 2 (Winter Break)
- April 6 - 10 (Spring Break)
- May 11-15 (Last week of Extended Day)

Monthly Payment Plan With Due Dates

An annual **\$35.00** registration fee per household is required for enrollment/participation in the program. A **\$10.00 LATE FEE** will be assessed on payments received on the dates indicated on the chart below. Parents enrolled in the monthly payment plan agree to pay for each month throughout the year regardless if the child attends or not. Discounts or reduction in fees **will not** be provided for absences for any reason. **This includes unscheduled school closures by the district.**

Month & Payment Due Date	\$10.00 Late Fee Beginning Date	AM Only	PM Only	Both AM & PM
August 11, 2025	August 12, 2025	\$120.00	\$150.00	\$210.00
September 1, 2025	September 2, 2025	\$168.00	\$210.00	\$294.00
October 1, 2025	October 2, 2025	\$184.00	\$230.00	\$322.00
November 3, 2025	November 4, 2025	\$120.00	\$150.00	\$210.00
December 1, 2025	December 2, 2025	\$112.00	\$140.00	\$196.00
January 1, 2026	January 2, 2026	\$128.00	\$160.00	\$224.00
February 2, 2026	February 3, 2026	\$144.00	\$180.00	\$252.00
March 2, 2026	March 3, 2026	\$168.00	\$210.00	\$294.00
April 1, 2026	April 2, 2026	\$128.00	\$160.00	\$224.00
May 1, 2026	May 4, 2026	\$88.00	\$110.00	\$154.00

The following weeks are deducted from monthly payments:

- November 24 - 28 (Thanksgiving Break)
- December 22 - January 2 (Winter Break)
- April 6 - 10 (Spring Break)
- May 11-15 (Last week of Extended Day)

Extended Day Discounts

Family Plan Discount

We are pleased to offer discounted rates for **families enrolling more than one child** in the child Extended Day Program. Please see the details below.

Family Plan Weekly Fees	First Child Fee	10% Discount for 2nd Child	5% Discount for Each Additional Child
AM Only (6:45 a.m. - 8:00 a.m.)	\$40.00	\$36.00**(10% off)	\$38.00**(5% off)
PM Only (3:30p.m. - 5:30 p.m.)	\$50.00	\$45.00**(10% off)	\$47.50**(5% off)
Both AM and PM (6:45 a.m. - 8:00 a.m.) (3:30 p.m. - 5:30 p.m.)	\$70.00	\$63.00**(10% off)	\$66.50**(5% off)

Notes:

- **The 10% discount** applies when enrolling a **second child**.
- **The 5% discount** applies for **each additional child** beyond the second.
- These discounts are **per child** and are applied when enrolling multiple children from the same family's household.

Frequently Asked Questions

- Will Extended Day services be provided on early dismissal days?
No, Extended Day is not available on any early dismissal days.
- What days will Extended Day Services not be provided?
Refer to the no Extended Day Dates on the chart below.
- I have an emergency and can not pick up my child in the carpool.
We offer Drop In services for unexpected emergencies. The fee for Drop-In is \$25.00 per Drop In. Refer to the Extended Day Handbook page 4 item number 3 for more information.
- What day does Extended Day end?
The last day of Extended Day for the 2025-2026 school year is May 15, 2026.
- What is the earliest time I can drop my child(ren) off in the morning?
Extended Day begins at 6:45 a.m. students will not be accepted in the school building before that time.
- I am in a rush. Can I drop my child off at the door?
Parents/Guardians are NOT allowed to drop their child(ren) off without walking them into the building and signing them in on the sign in sheet.
- What is the latest I can pick up my child in the evening?
Extended Day ends at 5:30 p.m. beginning at 5:35, a \$10.00 plus \$1.00 per minute after that late pick up fee will be assessed. The child will not be allowed to participate in the AM or PM sessions until the late fee has been paid.
- My child did not attend last week. Why am I still being charged?
Payments must be made for each week the child is enrolled. If the Extended Day services are no longer needed, the Coordinator has to be notified promptly. Refunds and Discounts are NOT provided.
- The EBR school district canceled afternoon activities and closed school for 2 days. Will I receive a discount or refund?
Payment of fees are non-refundable.

2025-2026 No Extended Day Dates

Please note that there will be **no Extended Day** Services provided on the following dates.

 <p>Labor Day: September 1</p>	 <p>Fall Break: October 17-21</p>	 <p>Thanksgiving Break: November 24-28</p>
 <p>Winter Break: December 19 - January 6</p>	 <p>MLK Day: January 19</p>	 <p>Mardi Gras: February 16-17</p>
 <p>Teacher In-Service: March 16</p>	 <p>Spring Break: April 3 - 10</p>	 <p>Last Week of School: May 18-21</p>

Parent Acknowledgement Form

Please sign below to acknowledge that you have read and agree to comply with the policies, rules, and procedures presented in the Cedarcrest-Southmoor Elementary School's Extended Day Program Handbook. Thank you for entrusting your child's care to us. We look forward to a great 2025-2026 school year

Child #1 First and Last Name
(print)

Child #2 First and Last Name
(print)

Child #3 First and Last Name
(print)

Parent/Guardian First and Last Name
(print)

Parent/Guardian First and Last Name
(signature)

Date