

EXTENDED DAY PROGRAM 2026 - 2027 HANDBOOK



PROGRAM COORDINATORS

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PRINCIPAL

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About the Program

Shenandoah Elementary School's Extended Day is a childcare program for school-age children (PreK through 5th grade) enrolled at SES. We provide a safe, structured, and enriching environment in Morning Care from 7:00am – 8:00am, and in After Care from 3:40pm – 6:00pm on school days. Extended Day is administered by Shenandoah Elementary and is completely self-supporting with 100% of the program funded by parent fees. Our primary goal is to provide a healthy, well supervised, and affordable school childcare setting for children of working parents. Students will be able to do their homework, as well as participate in activities. To achieve our goal, we need the full cooperation and support of every parent and child.

Student/Staff Interactions

We make every effort to keep our student ratio numbers low so that we can provide quality interaction and build relationships with your children. Everyone working in our Extended Day Program is a faculty or staff member at Shenandoah, and we are all dedicated to working directly with the children, teaching them social skills, and developing relationships. We will provide quality supervision and a positive atmosphere. You will be greeted with a smile and should always know that we are thankful for the opportunity to care for your child.

Joining Our Program

- Complete REGISTRATION FORM and return to Ellie Jones.
- Pay \$50.00 (per family) REGISTRATION FEE on OSP (Online School Payments) website.

2026-2027 School Year

- First day of School – Thursday, August 6, 2026
- FIRST DAY OF EXTENDED DAY – Monday, August 10, 2026
- LAST DAY OF EXTENDED DAY – Friday, May 21, 2027 (also last day of school)

Daily Schedule

Morning Care

- 7:00am – 8:00am Quiet Time Activities, Reading, or Movie
- 8:00am Students are Dismissed to Cafeteria to pick up Breakfast and Report to Class

After Care

- 3:35pm – 3:40pm Students are Dismissed from Classrooms to Cafeteria
- 3:40pm – 4:00pm Supper and Restroom Break
- 4:00pm – 4:30pm Homework (or alternate QUIET activity, such as reading or drawing)
- 4:30pm – 6:00pm Outside Play, Board Games Inside, Free Draw, etc.

Payments

- Shenandoah Extended Day Fee Payments are made in monthly increments, based on daily charges of \$6 per day for Morning Care, and \$11 per day for After Care.
- The cost for each month has been calculated by the number of mornings/afternoons in that month. There are no deductions for absences or emergency school closures, and the EBR 2026-2027 School Calendar has no Early Dismissal Days.
- Payments are accepted ONLINE ONLY and are due by 8:00 AM on the last Friday of the month prior for which you are paying. Example: September 2026 fees are due before 8:00am on Friday, August 28.
- If payment is not received by this deadline, your child cannot attend the program until the balance has been paid in full. *The student may be removed from the program within three days of nonpayment.* The child's teacher will be notified, and they will be expected to ride the bus home or be picked up in carpool.

2026-2027 Monthly Rates

Month	Days of School	Morning Care	After Care	AM and PM
August	16	\$96	\$176	\$272
September	21	\$126	\$231	\$357
October	19	\$114	\$209	\$323
November	15	\$90	\$165	\$255
December	13	\$78	\$143	\$221
Fall Semester	84	\$504	\$924	\$1428
January	17	\$102	\$187	\$289
February	17	\$102	\$187	\$289
March	18	\$108	\$198	\$306
April	20	\$120	\$220	\$340
May	15	\$90	\$165	\$255
Spring Semester	87	\$522	\$957	\$1479
Full School Year	171	\$1026	\$1881	\$2907

The 2026-2027 EBRPSS Calendar is attached to this handbook.

DISCOUNTS

- Prices are per child, no matter how many in each family are enrolled.
- Discounts are only available for full-semester or full-year payments as follows:

Fall Semester

- Morning Care \$504 → \$453.60 after 10% discount
- After Care \$924 → \$831.60 after 10% discount
- AM and PM \$1428 → \$1285.20 after 10% discount

Spring Semester

- Morning Care \$522 → \$469.80 after 10% discount
- After Care \$957 → \$861.30 after 10% discount
- AM and PM \$1479 → \$1331.10 after 10% discount

Full School Year

- Morning Care \$1026 → \$872.10 after 15% discount
- After Care \$1881 → \$1598.85 after 15% discount
- AM and PM \$2907 → \$2470.95 after 15% discount

HOW TO PAY ONLINE

- Pull up the SHENANDOAH ELEMENTARY APP.
- On the main page, click "Payments".
- This will bring you directly to the Shenandoah page on OSP (Online School Payments), where anything available for purchase at that time will be listed.
- There are two options that include the words "Extended Day 2026-2027". One is set at \$50 and is the one-time registration fee per family that is due when signing up for the program.
- After July 1, 2026, there will be an additional option on the page titled "Extended Day Tuition 2026-2027 – Shenandoah". This is where you pay monthly fees. The price is set at \$0, because you must enter the amount you are paying (based on the fee that month – refer to the payment chart above). Your student's name and the specific dates you are paying for must be indicated in the Payment Notes on the checkout page.

Parent Responsibility

Drop-Off

- For Morning Care Drop-Off, you must escort your child into the school using the main entrance doors and sign them in at the front desk where a teacher will greet you.
- Students may not be dropped off before 7:00am.
- Do not drop off students outside.

Pick-Up

- For After Care Pick-Up, enter through the main doors and pick up/sign out your child at the front desk. You will need to get out of your vehicle and get your child inside.
- You (or an authorized individual) are required to sign your child out before they are released.
- All children MUST be picked up by 6:00pm.
- Late fees are assessed when a student is picked up after 6:00pm. Late pick-ups result in a \$20 flat fee, plus an additional \$1 fee per minute per child starting at 6:05pm. *Example: If you arrive at 6:07pm, a fee of \$22.00 will be charged (\$20.00 flat fee, plus \$1 for each minute after 6:05pm).*
- If the late fee is not paid, your child is not allowed to attend the program until that balance has been paid in full.
- If early arrival and/or late pick up is persistent, the child will be dismissed from the program.
- For the safety of our students, only authorized individuals listed on the Extended Day Registration Form are allowed to pick up your child. Students will not be released to anyone not listed on the form. You may add individuals to the form as needed.
- Staff may request photo identification to verify the identity of anyone picking up your child. Parents may be asked many times, so please be patient. There are multiple staff members who work at the front desk for Extended Day, as well as almost 600 students at Shenandoah, so not all employees have parent/child combos memorized.
- In case of an emergency where a pick-up will be made by someone not on this list, you must contact the school with the name of who will be picking up your child. This individual must present proper picture identification.

Accidents

- PreK students should have a change of clothes (underwear and school uniform) labeled "Extended Day" in their backpacks.

Homework

- This is not a tutoring program. It is NOT the responsibility of the Extended Day Teacher to ensure that students complete their homework during After Care. To meet the needs of as many students as possible, the Extended Day Teacher will provide guidance during homework time as he/she is available to do so, but in no way does this supersede a parent's involvement.
- If having homework completed during After Care is important to you, please speak to your child and make sure that they work on it when given dedicated time to do so.
- Please check and review your child's homework nightly, as well as make sure it is done correctly and completely.

Student Responsibility

Be Prepared

- Food is provided by EBR Food Services. During mealtimes, please remain seated, use inside voices, and wait until dismissed to discard trash.
- Please come to Extended Day prepared to do your homework. (paper, pencils, crayons, books, assignments, etc.) You will not be allowed to return to your classroom for forgotten items. If there is no homework on a particular day, you will be required to participate in an alternative quiet activity (i.e. silent reading, studying for a test, drawing, etc.) so that other students are able to complete their homework.
- Students may not bring toys, games, or other electronics to the program. Staff members will confiscate the item from the student and return it to the parent/guardian upon pick-up.
- The Extended Day Program staff nor Shenandoah Elementary are responsible for any personal belongings brought to the program. Additionally, neither the program nor the school will provide reimbursement for items that may be lost, broken or stolen.
- The rules that apply during the school day also apply to the Extended Day Program. Students must exhibit good behavior, self-control, and self-discipline.

Discipline

- Our goal is to sustain a structured and positive atmosphere with consistent and clear expectations for behavior.
- To provide a safe, caring, and orderly environment for everyone, our Extended Day Staff expect mutual respect and common courtesy from our students when enrolled in Morning and After Care.
- Behaviors such as constant behavioral disruptions, disrespect towards our students and/or staff, bullying, aggressive actions, profanity, verbal and/or physical threats to students or staff members are unacceptable.
- The discipline policy of the East Baton Rouge Parish School Board, as well as Shenandoah Elementary's discipline procedures/policies apply to the Extended Day Program. You may refer to the Discipline policy in the Parent/Student Handbook. Infractions will result in appropriate disciplinary action.

Consequences

- Students whose behavior adversely affects the Extended Day program and are unable to follow Extended Day rules will receive consequences in accordance with the severity of the offense, up to and including dismissal from the program.
- Parents/guardians will be notified of any discipline issues with their children and will be advised of consequences that will result if the behavior continues to occur.
- If a child chooses repeatedly to break the rules, a formal meeting with the parent will be set up. If the child continues to break the rules after this meeting, further infractions will result in dismissal from the program.
- If dismissal from the program is determined to be an appropriate course of disciplinary action, the school principal will be apprised of the situation.
- Refunds will NOT be given if a student is dismissed from the program.

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JUL 6	Independence Day (Holiday on July 4th)
JUL 9	11-Month Certified Employees Return
JUL 14	11-Month Support Employees Return
JUL 20	10-Month Certified Employees Return
JUL 21	10-Month Support Employees Return
AUG 3-5	Employee In-Service
AUG 3	9-Month Certified Employees Return
AUG 4	9-Month Support Employees Return
AUG 6	1st Day of School for Students (A-Day)
SEPT 7	Labor Day (Holiday/District Closure)
OCT 9	End of the 1st Nine Weeks Teacher In-Service (Students Do Not Attend)
OCT 12-13	Fall Break
NOV 3	Election Day
NOV 23-27	Thanksgiving Break (9, 10, 11 Month Employees and Students Out)
DEC 17	End of the 2nd Nine Weeks/Semester
DEC 18	Teacher In-Service (Students Do Not Attend)
DEC 21 - JAN 1	Winter Break (School District Closure)
JAN 4	Certified 9, 10, 11, and 12-month employees return
JAN 5	Support employees return
JAN 6	1st Day of Second Semester for Students (A-Day)
JAN 18	Martin Luther King, Jr. Holiday
FEB 8-10	Mardi Gras Break
MAR 12	End of 3rd Nine Weeks Teacher In-Service Asynchronous Instructional Day (B-Day)
MAR 26 - APR 2	Good Friday & Spring Break (9, 10, 11 Month Employees and Students Out)
MAY 7	Last Day for Graduating Seniors
MAY 21	Last Day of School for Students
MAY 24	Last Day of School for 9-Month Teachers & Support Staff
MAY 31	Memorial Day Holiday (School District Closure)
JUN 8	Last Day for Certified and Support 10-Month Employees
JUN 21	Juneteenth Holiday (Holiday on June 18th)
JUN 28	Last Day for Certified and Support 11-Month Employees

12-Month Employee Holidays:	
July 6	4 th of July
Sept 7	Labor Day
Oct 12	Fall Break
Nov 3	Election Day
Nov 26-27	Thanksgiving Holiday
Dec 21 - Jan 1	Winter Break
Jan 18	MLK, Jr. Day
Feb 8-9	Mardi Gras Holiday
March 26	Good Friday
March 29-30	Spring Break
May 31	Memorial Day Holiday
June 21	Juneteenth Holiday

- Holiday/District Closure (No Students/Staff)
- First Day of School/Semester (Students Return)
- Teacher In-Service (Professional Development/Parent-Teacher Conferences)
- Asynchronous Instructional Day for Students/Teacher In-Service

Approved March 19, 2026.
This calendar is subject to change.