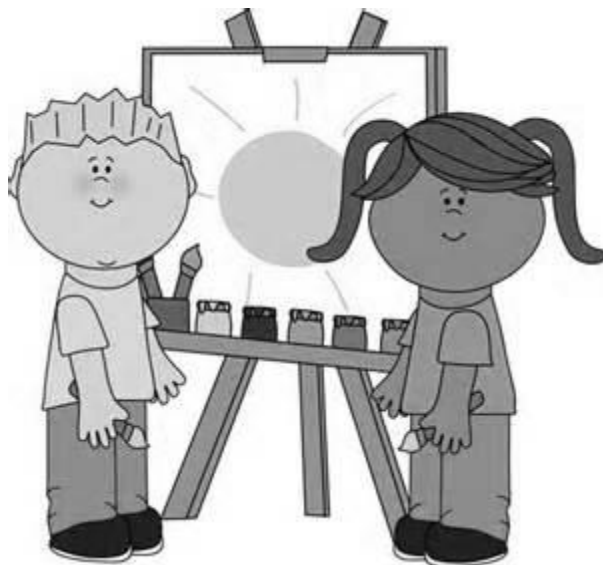




**2020 - 2021**

**YEP**

**Parent Handbook**



## *Message from the Director*

*Dear Parents: Welcome to the Youth Enrichment Program (YEP). In 1987, the Shreveport Women's Commission answered the need for affordable quality after-school care by establishing the Youth Enrichment Program (YEP). Since then, thousands of children have been served in Bossier, Caddo and DeSoto Parishes. YEP is a non-profit organization governed by a volunteer Board of Directors made up of educators, professionals, community leaders and parents. We strive for your child's after-school hours to be safe, fun and a time for positive growth. Please assist us in attaining this goal by reviewing the Parent Handbook. We look forward to a good school year and thank you for choosing YEP.*

## Caring for Children After-school



Youth Enrichment Program  
4700 Line Avenue, Suite 207  
Shreveport, Louisiana 71106  
Phone: (318) 865-0749  
Fax: (318) 865-2237

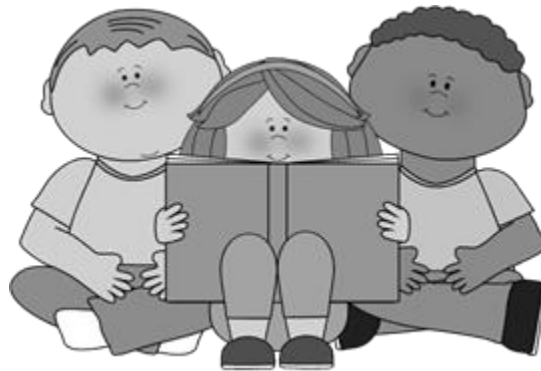
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**Enrollment in YEP constitutes an understanding that you will abide by the policies and procedures listed in this handbook.**

## Introduction

YEP, a non-profit 501 c3, was established to assist parents in preventing latch-key syndrome. Our program is for children Kindergarten, five (5) years of age, to Fifth grade. YEP provides a snack (individually wrapped) and juice, supervised homework time (**not** one-on-one tutoring), enrichment activities, and free-time/outdoor play in a safe environment. **It is important that all parents and/or guardians read the Parent Handbook, as its contents are part of the enrollment agreement.**



## YEP's Goal

To provide quality after-school programs throughout the school calendar year as defined by the Bossier, Caddo and DeSoto Parish School Boards. See calendar on page 5.

To provide a variety of activities for your child to enjoy while building social skills and fostering positive personal growth. YEP will promote community awareness through community education volunteers who may visit the sites periodically.

**YEP is an after-school enrichment program and is not designed for one-on-one tutoring situations. (If your child has a Child Specific Aide during school, they require one-on-one attention which YEP is unable to provide.)**

## Parents' Contract With YEP

### PARENTS' EXPECTATIONS OF THE PROGRAM

Parents may expect that:

1. Their children are cared for in a safe, supportive environment.
2. They may visit with the Lead Teacher or administrative office staff about concerns related to their child or the program.
3. They will be told about their children's behavior and asked to work together with the Lead Teacher if there is a problem.
4. The staff will call the parent if their child fails to show up at the program as expected.
5. The staff will follow health policies set by Bossier, Caddo, and DeSoto Parish School Boards.

### PROGRAM'S EXPECTATIONS OF THE PARENTS

YEP expects that parents will:

1. Pay fees on time as explained in the fee policy.
2. Keep their child's records up-to-date, including all changes to enrollment forms.
3. Inform the Lead Teacher in advance about planned absences and the YEP office by 2pm that day of an unplanned absence. Notify the YEP office in writing immediately if withdrawing from the program.
4. Pick up children on time and adhere to the fee policy for late pickups.
5. Communicate your concerns about the program to the Lead Teacher.
6. Pay attention to any communications from the Lead Teacher regarding your child's behavior and work with them to improve the situation.
7. Make sure children are able to function independently (self sufficient) as well as in a group setting.
8. Include all special or additional needs your child may have or require at time of registration on the registration form (YEP does not administer medication).

## Children's Contract With YEP

### CHILDREN'S EXPECTATIONS OF THE PROGRAM

Children may expect:

1. To have a safe, supportive and consistently scheduled environment.
2. To share all the program equipment, materials and facilities.
3. To be treated fairly and equally.
4. To have clear, consistent rules of classroom behavior and to know in advance the consequences of bad behavior.
5. To be disciplined in a fair, age-appropriate and non-physical way.

### PROGRAM'S EXPECTATIONS OF THE CHILDREN

The Program expects that the children will:

1. Arrive at the YEP room promptly after being dismissed from school.
2. Bring their homework to YEP and work on it during the scheduled time (45 min – 1 hr.).
3. Remain with the group and YEP staff at all times.
4. Take care of materials and equipment properly. Clean up after art projects and games.
5. Maintain school rules and follow YEP rules.
6. Be responsible for their actions.
7. Maintain good behavior and work with the YEP teacher and their parents if there is a problem.
8. Do not use profane or obscene language.

## Calendar 2020-2021

YEP WILL BE CLOSED FOR THE FOLLOWING HOLIDAYS. Additional closings occur for individual schools due to teacher in-service days. YEP WILL NOT OPERATE ON THOSE DAYS.

### Extreme-Weather Days, Early Dismissals, Early School Closings:

YEP programs do not operate when schools close due to extreme weather conditions or emergency-heating failures, water main breaks or electrical problems. **This includes cancellation of after school programs/activities.** If YEP is in session when the weather turns bad, parents should attempt to pick their children up early. YEP's special programs (Holiday, Intersession) will not operate when the weather is severe.

SEPTEMBER 7, 2020 (CADD0/BOSSIER/DESOTO)	LABOR DAY
OCTOBER 2, 2020 (DESOTO)	P/T CONFERENCE
OCTOBER 9, 2020 (CADD0)	PROF. DAY/TEACHER IN-SVC
OCTOBER 5 - 9, 2020 (DESOTO)	FALL BREAK
OCTOBER 12 - 14, 2020 (CADD0)	FALL BREAK
OCTOBER 12 - 16, 2020 (BOSSIER)	FALL BREAK
NOVEMBER 3, 2020 (BOSSIER/CADD0/DESOTO)	ELECTION DAY
NOVEMBER 23 - 27, 2020* (CADD0/BOSSIER/DESOTO)	THANKSGIVING
DECEMBER 18, 2020 (DESOTO)	P/T CONFERENCE
DECEMBER 20, 2020 – JANUARY 5, 2021	DESOTO CHRISTMAS
DECEMBER 21, 2020 – JANUARY 1, 2021* (BOSSIER/CADD0)	CHRISTMAS
JANUARY 5, 2021 (DESOTO)	PROFESSIONAL DEVELOPMENT
JANUARY 4, 2021 (CADD0/BOSSIER)	PROF. DAY/TEACHER IN-SVC
JANUARY 18, 2021 (CADD0/BOSSIER/DESOTO)	MARTIN LUTHER KING DAY
FEBRUARY 12, 2021 (CADD0)	PROF. DAY/TEACHER IN-SVC
FEBRUARY 15, 2021 (BOSSIER/DESOTO)	PRESIDENTS DAY
FEBRUARY 15 - 17, 2021 (CADD0)	PRESIDENTS DAY/WINTER BREAK
FEBRUARY 16 - 19, 2021 (DESOTO)	WINTER BREAK
FEBRUARY 22, 2021 (DESOTO)	PROFESSIONAL DEVELOPMENT
MARCH 12, 2021 (DESOTO)	P/T CONFERENCE
MARCH 8 – 12, 2021 * (BOSSIER/CADD0)	SPRING BREAK
APRIL 2 – 5, 2021 (BOSSIER/CADD0)	GOOD FRIDAY/ EASTER BREAK
APRIL 2 – 9, 2021 (DESOTO)	GOOD FRIDAY/ EASTER BREAK

**\*Holiday programs are available\***

## Holiday Programs

YEP provides holiday programs for Thanksgiving, Christmas, and Spring Break. The programs operate from 7:30 a.m. to 6:00 p.m. and are held at Broadmoor Presbyterian Church (Shreveport) and Airline Drive Church of Christ (Bossier). Activities include academic enrichment and arts and crafts, games, and free play.

**There is a separate fee and space is limited.** Registration forms are available at the YEP office and **must be completed and returned to the YEP office with payment by the registration deadline.** A \$5 late fee applies to all children not registered by the deadline. Non-YEP children are accepted.

Holiday Program locations are subject to change and you will be notified of any changes. A program may be canceled if a minimum number of children are not registered by the Thursday before the programs start date.

## YEP Intersession at Shreve Island Elementary

Shreve Island follows the YEP calendar on page 5 in addition to the breaks below. The YEP Intersession program is an all-day program held when the school does not offer a program from 7:30 am – 3 pm. YEP Intersession programs run from 7:30 am to 6 pm and are held at Shreve Island Elementary. **There is a separate fee and registration form, which must be in the office the Thursday before the program. Non-YEP children are accepted.**

PLEASE OBTAIN A SCHOOL CALENDAR FROM SHREVE ISLAND

## Summer Camps

YEP offers two (2) summer camps locations, Broadmoor United Methodist (Shreveport) and Airline Drive Church of Christ (Bossier). Both locations operate Monday through Friday from 7:30 a.m. to 5:30 p.m., and are closed on Memorial Day and July 4<sup>th</sup>. Weekly themes are the focus for the daily activities which include arts and crafts, journaling, theme activities, and grade specific academic review occurring in the afternoon. Summer Camp registration opens April 1<sup>st</sup> at the YEP office, on a first come first served basis. Registration forms are available two (2) weeks prior to registration opening and each location serves a maximum of 30 children.



## Registration and Enrollment

YEP encourages all children K-5 to 5<sup>th</sup> grade to attend. YEP does not discriminate on the basis of sex, race, color, creed, religion, handicap or national origin.

1. **Parents must complete a new application and enrollment agreement each year** before their children can attend the program.
2. Upon enrolling, parents will pay an **annual, non-refundable registration fee**. Registration fees apply for a full school year and summer of uninterrupted attendance. In other words, if your child temporarily drops from the program during the school year, **an additional registration fee must be paid upon re-entry**. The only exception is if YEP cancels the program.
3. **Parents must submit an immunization record** (must be renewed every two years when enrolling). Children whose paperwork is not complete will be suspended one month after beginning the program until paperwork is complete.
4. **Parents must notify the YEP office of any changes to the enrollment forms** and their child's schedule. This includes phone numbers, billing address, change of employment, change of emergency contact(s), change in status (from full-time to part-time) and planned absences.
5. **Parents must notify the YEP office by 2 pm. of an unplanned absence** occurring on that day. If picking your child up after 2 pm, leave a message at the YEP office.
6. **Parents must notify the YEP office in writing if dropping from the program**. If you do not notify us, you will continue to be charged and will be responsible for the payment. If we are unaware of your child's dropping, we will continue purchasing snacks and supplies for your child(ren).
7. Parents or persons authorized to pick up the child(ren) are required to sign them out on a daily basis. No one under the age of 18 years will be allowed to sign out a child. **Notify the YEP office in writing if you are adding or deleting persons authorized to pick up your child(ren)**.
6. **The Youth Enrichment Program located in the Bossier Parish Schools** is available only to students who actually reside in the attendance district zone of that school. **Approved Out-of-District students are not eligible to participate in the YEP program**.
7. YEP students **are not** allowed to have any device that is able to access the internet (cell phones, iPads, notebooks, etc.). Electronic game devices are permitted as long as they are **NOT** able to access the internet.

## Fee and Payment Policy

YEP's salaries, supplies and administrative expenses are supported entirely by fees. Fees are as follows:

REGISTRATION – single child	\$30
two or more children	\$40
<u>MONTHLY FEES:</u>	
FULL TIME – dismissal to 6 pm, Monday – Friday	\$125
PART TIME – dismissal to 6 pm, 3 days a week or less	\$100
<u>ADDITIONAL CHILDREN IN THE SAME FAMILY:</u>	
FULL TIME – each additional child	\$115
PART TIME – each additional child	\$95

Payments should **never** be left at a YEP site, as the teachers are not responsible for deliveries to the YEP office. The payment will be late and subject to late fees.

**We accept checks, money orders, Debit, Visa Mastercard and Discover only.**  
**No cash is accepted.**

Payments may be mailed or brought into the YEP administrative office at:  
4700 Line Avenue, Suite 207  
Shreveport, LA 71106  
YEP Office: 865-0749

## Fee Policy

1. Registration and monthly fees are **NON-REFUNDABLE**. This includes withdrawals, suspensions and dismissals from the program (see discipline policy).
  2. Bills go out about the 20<sup>th</sup> of the month for the following month's fees.
  3. Payment is due in full on the 1<sup>st</sup> of the month in which services are rendered.
  4. An \$8 late fee will be charged on accounts with payments made after the fifteenth of the month following the due date. If the 15<sup>th</sup> is on a weekend, payment must be made the Friday before to avoid the late fee.
  5. If an account reaches a 20-day past due status:
    - a) Notice of intent to suspend at 30-days past due will be imprinted on the bill.
    - b) At 30-days past due the site will receive a notice of suspension (with a copy to be given to the parent).
    - c) Child(ren) should not return to the program until account is reconciled in full with payment made via **money order or acceptable debit or credit cards online (convenience fee must be applied).**
    - d) Accounts not reconciled within one month will be considered drops. If no payments are made within 45 days, the account will be scheduled for transfer to the Credit Bureau for collection.
- In the event that your account is turned over to a collection agency, you will be permanently suspended from the Youth Enrichment Program.**
6. **All accounts must be current on December 1<sup>st</sup> and May 1<sup>st</sup>, or your child will be unable to continue in the program.**

## Fee Policy (continued)

7. Non-sufficient fund (NSF) checks will be held until YEP receives a **money order** to cover the amount of the check and NSF charge of \$25. Parents will be notified immediately when YEP receives the NSF notice. Parents will have one week to pay the check amount and NSF charge in full or the child will be temporarily suspended until the bill is paid.
8. If a child withdraws or is dismissed from YEP, **no** refunds will be made. Parents are required to call the YEP office immediately when dropping their child from the program. A written notice should then be sent to the YEP office or we will continue to bill you and hold you responsible for the next month's fees.
9. **YEP is not responsible for itemizing your after-school program expenses.** We provide you with a detailed statement each month, which is to be kept as your receipt. Your January 20<sup>th</sup> bill will include the prior year account activity to assist you in your tax preparation.

**The YEP tax I.D. number is 58-1727972.**

## Late Pick-Up Policy

YEP site phones will remain plugged in until all children are picked up. Parents should call the YEP teacher immediately if they know they are going to be late. If the YEP teacher does not hear from the parent, they will do the following:

1. Make all attempts to contact emergency persons on the enrollment form.
2. Staff will notify the YEP administrative staff, school Principal and school board security.
3. After one hour if no contact has been made with the parent or emergency persons, the teacher may contact **the Shreveport Police Department, 1234 Texas St, 673-7300 or the Bossier City Police Department, 620 Benton Rd, 636-5041.** Staff reserves the option of taking the child with him/her.
4. Staff will leave a note on the front of the school or YEP entrance letting the parent know when they left and where the child can be found (either at the Police Department or with someone on your emergency or authorized pick up list).
5. Parent will be billed for the time that the YEP staff stayed with the child until he/she was picked up or dropped off at a safe location.

## Fees for Late Pick-Up

YEP closes at 6 pm at most sites. Parents whose children remain past closing time must pay overtime fees as follows:

First 15 minutes: \$1 per minute

Each additional quarter (15 minutes): \$10

**Late charges are paid directly to the YEP teacher within five day's time. Three late pick-ups or unpaid fees will result in the child being suspended from the program.**

## Program Operation

### HOURS OF OPERATION:

Office Hours:	9 a.m. to 5 p.m. (closed from 1 p.m. to 2 p.m.)
Summer Hours:	9 a.m. to 3 p.m. (closed from 1 p.m. to 2 p.m.)
Caddo Schools:	School dismissal to 6 p.m.
Bossier Schools:	School dismissal to 6 p.m.
DeSoto Schools:	School dismissal to 6 p.m.

## Absences

If your child will not be attending YEP because of scheduled appointments, vacations, or other planned absences, please notify the YEP Lead Teacher. If your child is ill, please notify the YEP office (865-0749). **Absences without prior notification may be mistaken for a missing child. We will spend unnecessary concern and time in searching for your child(ren).** If a child does not arrive at the program as intended, the Lead Teacher or YEP office will contact the parents or the emergency persons to try to locate the child.

**If your child attends extracurricular activities on or off campus that would take the child away from the program at the beginning or the ending of YEP, you must provide the Lead Teacher with a written schedule of those activities.**

## Release of Children

Children will arrive and leave the program according to the schedule filled out on the enrollment form. Children will be allowed to leave with the parent/guardian or emergency persons listed on the enrollment form. (One-time exceptions to this rule will be made if the parent calls the YEP office to authorize another person other than an emergency person to pick up their child that day). He/she will need to be added to the enrollment form before he/she can pick the child up again.

## Distribution of Medication

**YEP DOES NOT ADMINISTER ANY MEDICATIONS.** Please notify the YEP office if your child requires any medical equipment on site. The **YEP Executive Director** or **Staff Supervisor** must be notified of any severe medical problems.

## Health and Safety Policy

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.), please be sure the Lead Teacher knows what to do if a problem should occur during program hours.

If a child has any one of the following conditions, the Lead Teacher will notify the parent or an emergency person to pick up the child immediately: contagious illnesses, fever over 100° F, vomiting, diarrhea, accident requiring immediate medical attention. If no one can be reached, the teacher will take the following steps:

1. Administer first aid, isolate the child away from the other children and call the Doctor listed on the enrollment form if the condition worsens.
2. Notify the YEP office. The office will continue to try to contact the parent or an emergency number.
3. Call the child's doctor and 911 if he/she requires immediate medical attention (the parent's insurance is responsible for the cost of the ambulance, if one is needed). The Lead Teacher or assistant will accompany the child to the hospital. Continued attempts will be made to contact the parent or emergency people. A note for the parent will be left at the YEP site.

In all cases, the YEP staff will judge the situation and the best course of action will be taken. Incidents will be noted in the staff administrative book. YEP staff are trained in CPR and First Aid.

## **Insurance**

YEP carries minimal liability insurance and does not carry accident insurance on students. Many families are covered by the parent's policy at work and their own private policies. Public school students may sign up for accident insurance in the fall of each year with Bossier, Caddo or DeSoto Parish Schools. Parents who wish to enroll should check with the school office.

## **Snack**

We serve a daily snack and drink. YEP snacks are provided by the YEP site staff under the supervision of the YEP office. If your child is not satisfied with the snack, you are welcome to send an additional snack in his/her bag. Parents may provide a special treat for their child's birthday. If you wish to do this, you must contact the Lead Teacher to set the date and find out the number of children to provide for. All snacks must be individually wrapped in the original store packaging.

## **Children's Personal Property**

Any personal property that remains after YEP hours will be taken to the school's Lost and Found. Although the program attempts to help children stay organized, we cannot be responsible for lost personal property.

## **Visitors and Observations**

Parents and guardians are welcome at their YEP site at any time during the day. Community members who are screened by the Lead Teacher or YEP office are welcome to observe the program. For liability and supervision reasons, children observing the program are not allowed to participate in activities.

## **Parent Complaints**

Parents are invited and urged to discuss their concerns about their children and the program with the Lead Teacher. When a parent feels that a problem has not been dealt with to his/her satisfaction, he/she is free to contact the YEP administrative office at 865-0749. If after meeting with the administrative staff, the parent is still dissatisfied, he/she may contact the President of the YEP Board of Directors.

## Discipline and Dismissal Policy

Children are entitled to a pleasant and harmonious environment at YEP. YEP cannot serve children who display chronically disruptive behavior. This includes ignoring or disobeying staff, destroying YEP materials or school property, endangering themselves or other YEP children. The YEP staff will work to provide a structured, age-appropriate environment that will promote positive interactions between children. Children will most likely respond to discipline when the adults involved are consistent and when parents and teachers work together to solve the problem.

When children disobey the rules, the YEP staff will follow this procedure:

1. The misbehaving child will receive a form of mild, age-appropriate discipline (time out, behavior penalty or logical consequence).
2. If the teacher disciplines the child a second time that day, the YEP staff will fill out an incident report that will be signed by the parent and staff and placed in the child's file with a copy sent to the YEP office.
3. If a child receives three behavior-related incident reports, the child may be suspended for one week beginning the day after the third report is given. During the first week of suspension, the parents, Lead Teacher and a member of the YEP administrative staff will meet in order to determine the conditions for reinstatement.
4. To help improve their child's behavior after an incident report, parents can choose to fill out a Parent-Teacher Record form. This form outlines a daily reward that the parent would give to the child at home. If the child behaved properly at YEP, parent and child could determine together what that reward would be. The YEP teacher would fill out the form daily for the parent to sign. By using the Parent-Teacher Record form, the parent can work to avoid a suspension. A minimum of two weeks will be given to see if this procedure is effective.
5. If a child is suspended, the parent will be responsible for tuition during the suspension period or until the child is dismissed from the program.
6. If the severity of a problem is great enough that it could endanger the safety of the child or other children in the program, the child will be dismissed immediately upon recommendation from the Executive Director and Staff Supervisor

