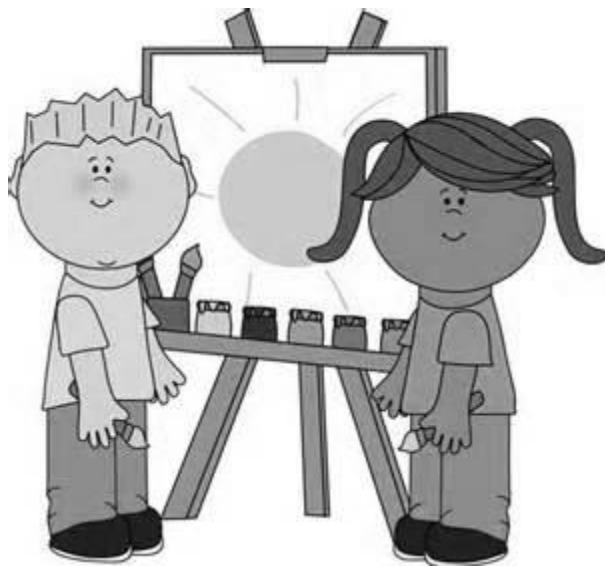




2024 – 2025

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

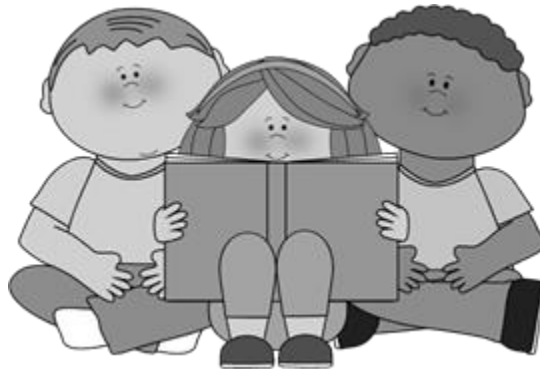
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Enrollment in YEP constitutes an understanding that you will abide by the policies and procedures listed in this handbook.

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. YEP staff will call the parent if their child fails to show up at the program as expected.
5. YEP 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 the 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 Late Pickup fee policy. (See page 9)
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 your child(ren) 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 receive discipline 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 2024-2025

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 2, 2024 (CADD/BOSSIER/DESOTO)	LABOR DAY
SEPTEMBER 3, 2024 (DESOTO)	P/T CONFERENCE
OCTOBER 7 - 11, 2024 (BOSSIER/CADD/DESOTO)	FALL BREAK
NOVEMBER 5, 2024 (BOSSIER/CADD/DESOTO)	ELECTION DAY
NOVEMBER 20-24, 2023 (BOSSIER/CADD/DESOTO)	THANKSGIVING HOLIDAY
DECEMBER 2, 2024 (DESOTO)	PROFESSIONAL DEVELOPMENT
DECEMBER 20, 2024 – JANUARY 7, 2025 (CADD/BOSSIER)	CHRISTMAS BREAK
DECEMBER 23, 2024 – JANUARY 8, 2025 (DESOTO)	CHRISTMAS BREAK
JANUARY 6-7, 2025 (DESOTO)	PROFESSIONAL DEVELOPMENT
JANUARY 6, 2025 (BOSSIER/CADD)	PROFESSIONAL DEVELOPMENT
JANUARY 20, 2025 (CADD/BOSSIER/DESOTO)	MARTIN LUTHER KING DAY
FEBRUARY 17, 2025 (BOSSIER/CADD/DESOTO)	PRESIDENTS DAY
FEBRUARY 17-21, 2025 (CADD)	WINTER BREAK
FEBRUARY 17 - 21, 2025 (DESOTO)	WINTER BREAK
FEBRUARY 24, 2025 (DESOTO)	P/T CONFERENCE
MARCH 10-14, 2025 (BOSSIER/CADD)	SPRING BREAK
MARCH 31- APRIL 4, 2025 (DESOTO)	SPRING BREAK
APRIL 18 - 21, 2025 (BOSSIER/CADD)	GOOD FRIDAY/EASTER BREAK
APRIL 18, 2025 (DESOTO)	GOOD FRIDAY
APRIL 21, 2025 (DESOTO)	P/T CONFERENCE
MAY 15, 2025 (CADD)	LAST DAY OF SCHOOL
MAY 20, 2025 (BOSSIER)	LAST DAY OF SCHOOL
MAY 22, 2025 (DESOTO)	LAST DAY OF SCHOOL

Holiday programs are available

Holiday Programs

YEP provides holiday programs for Thanksgiving, Christmas, Spring Break, Fall and Winter Breaks (consisting of five (5) consecutive, Monday-Friday, school days.) 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, crafts, games, and free play. **Any location changes will be given prior to the start of the program.*

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

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. **A program may be canceled if a minimum number of children are not registered by the Thursday before the programs start date.**

PLEASE OBTAIN A SCHOOL CALENDAR FROM SHREVE ISLAND

Summer Camps

YEP offers three (3) summer camp locations, North Highland United Methodist Church, Fairfield Elementary (Shreveport) and Airline Drive Church of Christ (Bossier). All locations operate Monday through Friday from 7:30 a.m. to 5:30 p.m., and are closed on Memorial Day and July 4th. 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 1st at the YEP office, on a first-come-first-served basis. Registrations are available by either calling (318-865-749) or coming into the office and each location serves a maximum of 30 children.

Registration and Enrollment

YEP encourages all children K-5 to 5th grade to attend. YEP does not discriminate on the basis of sex, race, color, creed, religion, disability 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. (i.e., 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 provide an immunization record for each child**. Parents are given one month to provide immunization records. Children whose paperwork is not complete within one month of beginning the program will be suspended until paperwork is complete. Parents are responsible for keeping their child(ren)'s records correct.
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)**. Forms can be obtained at www.yep-la.org.
6. **The Youth Enrichment Programs located in the Bossier Parish School system** are available only available to students who physically 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.

*Exception: Device is needed to access homework online. Parent needs to provide approval to Lead Teacher.

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	\$162
PART TIME – dismissal to 6 pm, 3 days a week or less	\$130
<u>ADDITIONAL CHILDREN IN THE SAME FAMILY:</u>	
FULL TIME – each additional child	\$152
PART TIME – each additional child	\$120

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 or American Express 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 (Revised 8/14/2023)

1. Registration and monthly fees are **NON-REFUNDABLE**. This includes withdrawals, suspensions and dismissals from the program (see discipline policy).
2. A courtesy bill is issued 10 days prior to the 1st of the following month. **Note: payment is due on the first of the month whether a courtesy bill is received or not.**
3. Payment is due in full on the 1st 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 15th is on a weekend, payment must be made the Friday before to avoid the late fee.**
5. If an account reaches 20-days past due, then:
 - a) The site will receive a notice of suspension and a copy will be given to the parent.
 - b) The child(ren) is not to return to the program until the account is paid in full.
Payment can be made via money order or online using accepted debit/credit cards (convenience fee must be included).
If the child(ren) returns to YEP prior to the account being paid in full, the child(ren) will be sent to the school office for pickup (as they are not allowed to attend YEP).
 - c) Accounts not paid in full within one month will be considered drops. If the account is not paid in full within 45 days (including the first 20 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 (with a zero balance) on December 1st, May 1st, and prior to re-registering.** If your account is not current, 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. **Written notice must be sent to the YEP office for billing to cease; otherwise, billing will continue and you will be responsible for the next month's fees.**
9. **YEP is not responsible for itemizing your after-school program expenses.** A courtesy invoice is provided monthly, which is to be kept as your receipt. **Your January 20th bill will include the prior year account activity to assist with tax preparation.**

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

Late Pick-Up Policy

YEP site phones will remain on 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 pickup and emergency persons on the enrollment form.
2. Staff will notify the YEP administrative staff, school Principal and/or 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, the Bossier City Police Department, 620 Benton Rd, 636-5041 or DeSoto Sheriff Office** based on the school or site location.
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 picked-up (either at the Police Department or with someone on your emergency or authorized pick-up list).
5. Parents 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.

YEP reserves the right to remove students from the program due to repeated and/or late pick ups.

Fees for Late Pick-Up

YEP closes at 6 pm at most sites. Parents whose children remain past closing time must pay overtime fees directly to the site staff 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 Hours of Operation

Office Hours:	9 a.m. to 5 p.m. (Closed from 1 p.m. to 2 p.m.)
Summer Hours:	10 a.m. to 3 p.m. Monday-Thursday (Closed from 1 p.m. to 2 p.m.) Closed on Fridays
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.

The child will need to be signed in to or out of the program by the adult with whom the child attends the activity. Said adult must be added to the pickup list if they will be checking the child out.

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.

*Those who pick-up children must be prepared to show picture identification.

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. Existing medical conditions or illnesses must be listed on the registration form.

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.

Snacks

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 for the same type of behavior, the child may be suspended for one week beginning the day after the third report is given. Conditions of reinstatement will be discussed and determined with the Parents, Lead Teacher and member of the YEP Administration at the time of suspension.
4. 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.
5. 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

