

Business/Non-Instructional Operations

Budget Administration

Extended Day Programs

~~Board Sponsored Programs~~ **Extended School Day and Extended School Year Programs**

The Board of Education may offer an Extended **School Day and Extended School Year** Programs, a Summer Enrichment Program, a Summer Reading Program and other similar programs. ~~The Extended Day Program~~ **All such programs** shall be in conformity with existing State Department of Education specifications and requirements for extended school day **and extended school year** programs. A goal is to provide an enrichment program while meeting the needs of as many families as possible.

1. Reports and Record-keeping

The Superintendent will insure that all legally required and other appropriate and necessary records are maintained on file by the Woodbridge School District, including financial accounts, business records, personnel and program enrollment information and other information appropriate to program operation. The Superintendent will provide periodic income/expense reports to the Board of Education for its review.

2. Program Fees

Program fees shall be set by the ~~Superintendent/Extended Day Program Director~~, **with approval of the Superintendent**, at such a rate to fully support the program, including the cost of personnel, insurance, materials, bookkeeping and record-keeping, overhead costs and other costs associated with the program. Any surplus or deficit in the program shall be reviewed by the Board of Education. Any surplus monies spent outside of the goals of the program will be determined by the Board of Education.

3. Employment and Contracts

Teachers and other staff members, including the Director, are employees of the Board of Education. ~~Employment contracts for all Directors, including all stipends, shall be reviewed and approved by the Board of Education.~~ **All federal and state employment statutes, and district policies, related to employment shall pertain to employees of extended school day and extended school year programs.**

4. On-Site Medical Coverage

It will be the responsibility of the Director to insure that the program has continuous on site coverage by an employee certified in CPR/First Aid.

Legal Reference: Connecticut General Statutes

[10-222](#) Appropriations and budget. (as amended by PA 98-141)

Policy adopted: ~~February 24, 2014~~