

## Extended Year 2024 Guidance Document

**Description of Service:** The Title I Extended Year Program (EY 24) will provide eligible Title I nonpublic school students with core subject areas, designed in consultation with Standing Committee Representatives and Independent School Leaders. All budgetary and curricular plans must be approved through the *Extended School Year Program Overview Document*. An Orientation Session for EY 24 will be held for TPP's (Third Party Providers) and School Leaders.

### Participating Schools:

- TPPs should be prepared to provide Title I Extended Year services to all schools with eligible students and available funding that choose to participate.
- A survey to gain principal interest in the EY 24 program has been shared with NPS principals in all codes. Data will be shared with all stakeholders as part of the planning process.
- Code-specific Standing Committee Representatives, in consultation with the Office of Nonpublic and Charter Schools (ONPCS), will conduct outreach to Principals/Building Leaders for the EY 24 program to determine host sites and interest of school staff to work.

### General EY 24 Planning:

- The EY 24 program will begin on Monday, July 8, 2024, and end on Thursday, August 15, 2024.
- The Extended Year Program may not begin until the school's regular academic year has ended.
- Sessions will take place Mondays – Thursdays.
- Sessions may be in-person, virtual or hybrid:
  - The minimum group size for both in-person and virtual is 6 students.
  - The maximum group size for virtual classes is 8 students.
  - The maximum group size for in-person classes is 15 students.
- The maximum length of a session is:
  - 5 hours per day for in-person sessions.
  - 3 hours per day for virtual sessions.
- The following programs may be provided: Literacy, Math and STEAM. Further information about other programs will be shared at the beginning of April.
- Students must be nominated in NPSIS by April 15, 2024, to be eligible to participate in the program.
- Host Schools are the physical buildings housing an EY program. Participating Schools are any other schools that students attend regularly during the school year.
- Codes may combine eligible students who regularly attend schools other than the Host School for Extended Year Service.
- Host Schools and Participating Schools must be identified on the *Extended School Year Program Overview Document* by April 15, 2024, so that ONPCS can ensure TPP access to eligible students in Summer TAARIS.
- The *Extended School Year Program Overview Document* must be approved by Standing Committee Representatives by April 15, 2024 and sent on to ONPCS by April 19, 2024.
- The age and development of students should be considered when determining appropriate group placement, daily schedule and group size.
- All Title I Extended Year Services must take place within the 5 boroughs of NYC.

## Registration:

- All registration for Extended Year will end on May 30, 2024. Late registrations will not be accepted after this date.
- Registration for EY 24 will be captured from the *Extended School Year Program Overview Document* and will be reviewed weekly by the TPP's Point of Contact.
  - Neil Monheit ([NMonheit2@schools.nyc.gov](mailto:NMonheit2@schools.nyc.gov)): Encore and Yeled
  - Marjory Matthieu Kodjov ([MMatthieukodjovi@schools.nyc.gov](mailto:MMatthieukodjovi@schools.nyc.gov)): Brienza and Catapult
  - Michael Stoff ([MStoff@schools.nyc.gov](mailto:MStoff@schools.nyc.gov)): LearnIt
  - Anne-Marie Baumis ([ABaumis@schools.nyc.gov](mailto:ABaumis@schools.nyc.gov)): FACTS

## Field Trips:

- Field trips should align with and support the Title I EY curriculum.
- A maximum of three field trips may be scheduled.
- TPP's will identify all requests for field trips in the required column on the *Extended School Year Program Overview Document*, which must be approved by the Standing Committee Representative and by ONPCS. The document will include details of the dates, locations, transportation plans, and alignment to curriculum.
- Consult the NYCPS Chancellor's Regulation A-670 regarding [Field Trips](#).

## Enrichment Kits and EY Materials:

- Enrichment Kits are materials intended for extension/enrichment of the EY program and should not be used in place of curricular materials.
- The TPP must educate parents on how to utilize the Enrichment Kit with their children. Recommended formats include in-person sessions or recorded virtual sessions.
- Ordering lists for items to be approved for the Enrichment Kit are included in the *Extended School Year Program Overview Document*.
- Requests must be completed and submitted to Standing Committee by April 15, 2024, and to ONPCS by April 19, 2024.
- The due date for ordering of all Enrichment Kit contents is May 10, 2024, and must be delivered before EY 24 begins.
- School leaders must be notified of expected delivery of materials to ensure items are accepted and stored properly.
- Enrichment kits will only be distributed to students participating in the EY 24 program.
- Enrichment kits will cost a maximum of \$275.00 including shipping per child.
- The TPP is responsible for confirming and maintaining proof of delivery for all materials.

## Virtual Sessions:

- For schools providing virtual sessions, all virtual materials and session links must be tested for accuracy and connectivity, added to the *Extended School Year Program Overview Document*, and sent to [ONPSExtendedYear@schools.nyc.gov](mailto:ONPSExtendedYear@schools.nyc.gov) by June 24, 2024.

## Hiring Prospective Teachers:

- Third Party Providers must ensure that EY 24 hires have been fingerprinted through NYCDOE PETS system or through Identogo by May 15, 2024. NYS fingerprints are not acceptable; only those prints made, submitted, and approved through the PETS system or Identogo will be accepted.
- TPP's should maintain copies of each Identogo receipt so information can be confirmed with PETS Admin Support if necessary.
- TPP's should compile a list of staff who report having PETS fingerprinting or Identogo approval. If the information cannot be confirmed in the system, this list should be sent to Eric Weinbaum for verification at [EWeinba@schools.nyc.gov](mailto:EWeinba@schools.nyc.gov).
- TPP's are responsible for ensuring that all hired staff have received professional development and training in alignment with standards and the approved curriculum plans for the EY 24 program.
- Programs without teachers in place by the first week of EY 24 may be replaced or reconfigured.

### ONPCS FSS Monitoring:

- Field Support Specialists will visit every program for Check-In Visits July 8 – 11, 2024, to ensure that teachers are in place, materials have been delivered, and attendance is accurate.
- Instructional Monitoring Visits will commence on Monday, July 15, 2024. FSS's will observe classroom and field trip learning, review files, and communicate feedback to the TPP Supervisor.
- To allow for consistency, ONPS will make every attempt to assign the same FSS to schools they visit during the school year.
- Once the Extended Year 2024 Program begins, TPP's are responsible for ensuring accurate daily TAARIS entries for Attendance and for Groups and Programs.
- TPP Representatives will meet weekly with ONPCS Point of Contact (as scheduled through the school year) to review participation, attendance, scheduling, staffing, concerns, upcoming field trips and visits, materials/curriculum, and feedback from FSS visits.
  - Neil Monheit ([NMonheit2@schools.nyc.gov](mailto:NMonheit2@schools.nyc.gov)): Encore and Yeled
  - Marjory Matthieu Kodjov ([MMatthieukodjovi@schools.nyc.gov](mailto:MMatthieukodjovi@schools.nyc.gov)): Brienza and Catapult
  - Michael Stoff ([MStoff@schools.nyc.gov](mailto:MStoff@schools.nyc.gov)): LearnIt
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### Billing:

- EY24 will be billed by group.
- Billing reports can be pulled directly from EY 24 Summer TAARIS by month to complete invoicing.
- Vendors must make sure they are using the appropriate funding sources.
- Proof of delivery is required for EY Kits.
- Field Trips and Enrichment Kits are billed at cost.

### Planning Documents:

- Only programs, locations and funding that have been explicitly requested on the *Extended Year Program Overview* document and approved by ONPCS will be permitted to operate during the Title I Extended Year Program.
- If a TPP chooses to distribute a Registration Marketing Flyer to students and parents, the flyer must be sent to [ONPSExtendedYear@schools.nyc.gov](mailto:ONPSExtendedYear@schools.nyc.gov) for approval by March 15, 2024. Description of the Title I program must match the marketing documents each vendor submits to ONPCS.
- The *Extended School Year Program Overview Document* is due to Standing Committee by April 15, 2024, and to ONPCS ([ONPSExtendedYear@schools.nyc.gov](mailto:ONPSExtendedYear@schools.nyc.gov)) by April 19, 2024. This document includes tabs for:
  - Program Details (including noting the use of DOE bus service, nursing, food service, or special education),
  - Budget,
  - Enrichment Kits,
  - Field Trips,
  - Curriculum (including activities by grade level or grade band: scope and sequence, and assessments),
  - Calendar (including holidays, Teacher Orientation/Professional Development Plan, and field trips), and
  - Virtual links (due June 24, 2024).

### Safety on Campus:

- TPP's should consult with the school's administrator regarding the building's Safety Plan for the summer.
- All staff members on campus should be aware of the expected response if there is an emergency or a safety drill.
- All staff members should be aware of expectations related to student arrival and dismissal and ensure that all students are supervised responsibly.

## EY 24 Timeline:

Date/Deadline	Item/Activity	Responsible
Wednesday, February 27, 2024	Introductory Session for School Leaders	ONPCS
Wednesday, March 06, 2024	Introductory Session during TPP Meeting	ONPCS
Wednesday, March 06, 2024	Survey for Principals, Survey for Vendors due	TPP to ONPCS
Friday, March 15, 2024	Registration Marketing Flyer due	TPP to ONPCS
Monday, April 15, 2024	<ul style="list-style-type: none"> <li>Last day to nominate students in NPSIS for Extended Year</li> <li>The <i>Extended School Year Program Overview Document</i> due to Standing Committee for approval</li> </ul>	TPP to SC
Friday, April 19, 2024	<p>The SC-APPROVED <i>Extended School Year Program Overview Document</i> is due to ONPCS. This document includes tabs for:</p> <ul style="list-style-type: none"> <li>Program Details (including noting the use of DOE bus service, nursing, food service, or special education)</li> <li>Projected Budget</li> <li>Enrichment Kits</li> <li>Field Trips (Projection)</li> <li>Curriculum (including activities by grade level or grade band: scope and sequence, and assessments)</li> <li>Calendar (including holidays, Teacher Orientation/Professional Development Plan, and field trips)</li> <li>Virtual links (due June 24, 2024).</li> </ul>	TPP to ONPCS
Friday, May 10, 2024	Ordering of approved Enrichment Kits and materials complete	TPP
Wednesday, May 15, 2024	Fingerprinting Process Completed	TPP
Thursday, May 30, 2024	Student Registration Completed	School and TPP
Monday, June 24, 2024	Virtual materials and session links tested and provided to ONPCS on the <i>Extended School Year Program Overview Document</i>	TPP
Monday, July 08, 2024	First Day of Extended Year Program	TPP
July 8 to July 11, 2024	FSS Check-In Visits	FSS's
July 15 - August 15, 2024	Instructional Monitoring Visits	FSS's
Thursday, August 15, 2024	Final Day of Extended Year Program	TPP