

Greetings!

As our 2017-18 school year comes to a close, please remember to complete your 2018-19 center calendar(s) for each calendar template that applies (July-June, August-July, and/or September-August depending on part-day/full-day/extended day models).

Please note that the calendar templates include the code "U" for unscheduled closures. Please use this code when a revision is needed to your calendar(s) during the school year for an unplanned closure caused by inclement weather, power outage, etc.

Instructions:

- Enter the Center and model at the top of each calendar you complete, to indicate the program for which it applies.
- Please highlight your first and last contact day for the 2018-19 program year.
- Complete in Excel using the provided codes: **Blank** = Child Contact Day, **O** = Staff Only Day, Non-Conference (i.e., planning days, etc.), **X** = Holiday/Vacation Day, **C** = Staff Only Day, Conferences (with families), **NS** = Non-Scheduled/Non-Paid Staff Day, **U** = Unscheduled Closure (Inclement Weather, Power Outage, etc.)
- Please do not change the codes or create your own. This removes the original formulas that were set up within the spreadsheet.
- If your site has days during the week that you want to specify (i.e., half days, early dismissal, trainings, etc.) please color code the date on the calendar and add a color code key to the bottom of your calendar.
- When completed in Excel with the above codes, Child Contact Days, Staff Only Days - Non Conference, Holiday/Vacation Days, Staff Only Days – Conferences, Non-Scheduled/Non-Paid Staff Day, and Unscheduled Closure will automatically total at the bottom of each calendar.

Please submit your 2018-19 calendar(s) to Tiffany Lyons at tlyons@psed.org **before you leave for the summer, or by July 13, 2018 at the latest.**