

Lake Washington School District

Extended Day Handbook 2017-2018



Every Student Future Ready

*Prepared for college,
Prepared for the global workplace,
Prepared for personal success*



Lake Washington

School District

LWSD Extended Day Program

Mission

- To provide a safe, caring, fun and socially healthy environment for the students in the Extended Day Program.
- To foster social growth and cooperation among students, participating in the Extended Day Program through appropriate and creative activities.

*If children live with encouragement,
they learn confidence.*

*If children live with tolerance,
they learn patience.*

*If children live with praise,
they learn appreciation.*

*If children live with acceptance,
they learn to love.*

*If children live with approval,
they learn to like themselves.*

*If children live with recognition,
they learn it is good to have a goal.*

*If children live with sharing,
they learn generosity.*

*If children live with honesty,
they learn truthfulness.*

*If children live with fairness,
they learn justice.*

*If children live with kindness and consideration,
they learn respect.*

*If children live with security,
they learn to have faith in themselves and in those around them.*

*If children live with friendliness,
they learn the world is a nice place in which to live.*

LWSD Extended Day Program

Extended Day Sites and Contact Information

Redmond Learning Community	Juanita Learning Community	Lake Washington Learning Community
Rockwell 11125 162nd Ave N.E. Redmond, WA 98052 425-936-2673	Frost 11801 N.E. 140th St. Kirkland, WA 98034 425-936-2563 Keller 13820 108th Ave N.E. Kirkland, WA 98034 425-936-2583 Muir 14012 132nd Ave N.E. Kirkland WA 98034 425-936-2646 Sandburg 12801 84 th Ave N.E. Kirkland, WA 98034 425-936-2703 Thoreau 8224 N.E. 138 th St. Kirkland, WA 98034 425-936-2723	Bell 11212 N.E. 112th St. Kirkland, WA 98033 425-936-2514 Franklin 12434 N.E. 60 th St. Kirkland, WA 98033 425-936-2553 Kirk 1312 6 th St. Kirkland, WA 98033 425-936-2593 Lakeview 10400 N.E. 68 th St. Kirkland, WA 98033 425-936-2603 Rose Hill El. 8110 128 th Ave N.E. Kirkland, WA 98033 425-936-2683

Contact Us

Lake Washington School District
Extended Day Office
P.O. Box 97039
Redmond, WA 98073-9739
Phone: 425-936-1175 | Fax: 425-936-1208
www.lwspd.org/extended-day

Michael Andera, Program Supervisor
miandera@lwspd.org

Carla Kolytiris, Secretary
ckolytiris@lwspd.org

LWSD Extended Day Program

The Extended Day Program provides a before and after school program for students enrolled in select Lake Washington School District elementary schools. This planned program offers a variety of activities for children in kindergarten through fifth grade. Time is provided for students to complete school assignments with adult support. They also have opportunities to participate in recreation and sports as well as arts and crafts, games, reading, storytelling, and music. Snacks are provided in both the morning and afternoon sessions.

Eligibility

Children in the Extended Day Program need to be enrolled in the Lake Washington School District at one of the participating schools. Students must be of elementary school age (kindergarten–fifth grade).

Registration

Parents/guardians may enroll their children by emailing applyextendedday@lwsd.org or by calling the Extended Day Office at 425-936-1405 and completing the necessary application and forms. Registration will be open throughout the year.

Wait List

If all the spots are filled in the Extended Day Program at a particular school, then a family will be put at the bottom of the waitlist for that school. When a spot becomes available for a student on the waitlist, they must be currently enrolled at the school that has the Extended Day Program in order to accept the spot. Families will be given 48 hours to decide whether or not they would like to take the spot. If a family enrolls in a new school that has the Extended Day Program, they must reapply at the new school and go to the bottom of the waitlist.

Sibling Policy

In recognition of the level of parent involvement and growth and developmental level of elementary age students, the Extended Day Program allows for sibling preference for students concurrently enrolled (i.e. grades 1-4) with a previously admitted sibling. Therefore, if a family has a student currently enrolled in the Extended Day Program, and has an incoming younger sibling, then the older student must be in 4th grade or younger so that they are attending the elementary school at the same time.

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Program Size

The size of the program will determine the number of staff. A ratio of one Instructional Assistant for every 15 to 18 children is maintained at all of the school sites. Program continuation or expansion is based on the availability of space in the elementary school. Decisions regarding the continuation of services will be made by the administrators of the Extended Day Program and the Lake Washington School District.

Calendar and Hours

The Extended Day Program will operate on regularly scheduled school days, beginning with the first school day, according to the district calendar. There is no Extended Day Program on any day that school is closed for scheduled holidays and for school closures due to unforeseen circumstances such as: snow, inclement weather, mechanical malfunctions, power outages, etc. Parents will be notified if school is released early or if after-school activities are cancelled for any reason.

Extended Day Hours	
Before School	6:30 a.m. until the start of school
After School	Begins at school dismissal until 6:30 p.m.
Conference/Early Release Days	Begins at school dismissal until 6:30 p.m.
All Day LEAP Days	6:30 a.m. until 6:30 p.m. During LEAP days the site may be combined with other Extended Day sites.

Student Attendance

Your child must be in attendance during a given school day at their elementary school to attend the Extended Day Program before and/or after school.

Schedule Changes

Fees will be assessed on the flat scale, annual tuition divided into 10 equal payments, September through June. Students may be enrolled in either the before-school program, after-school program, or both programs. Schedules can include two, three, four, or five days each week. Schedule changes will be allowed three times during the year: the first Monday of **November, February and April**. If you desire to make a change, please contact the Extended Day Office at 425-936-1175 for more information.

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Fees/Withdrawal Procedure

The program cares for students before and after school for up to six hours per day, during all regularly scheduled school days. The standard fees cover these days. During conference week, teachers' professional development days (LEAP days) and early dismissal days, there will be additional charges.

Standard Fees

One session fee will be charged for half days (12:00-3:30) on conference and early dismissal days. Two session fees will be charged for all-day LEAP days (9:00-3:30) when school is not in session.

Payment Procedure

Automated Clearing House (ACH) is the electronic way to make the monthly payment. With prior authorization, an automatic withdrawal will occur on the sixth day of each month (September-June) from the designated checking or savings account. This program eliminates the need for writing monthly checks or missing payments. The payment is a debit to your account, and works the same way as any other withdrawal.

***Note:** If there are insufficient funds in your account, the bank will notify the program. You will be charged a processing fee of \$10 for each Non-Sufficient Funds (NSF) transaction.*

Split Payments

If parents/guardians split the payments, each parent/guardian will need to fill out the ACH authorization form and indicate their percentage of payment responsibility. All ACH authorizations will need to be on file before the child can attend Extended Day services.

Calculation of Payment

Each month you will make your pre-set monthly payment or the agreed upon amount if you have initiated a change of service by completion of a revised Service Agreement. You will also pay for any additional hours incurred from the previous month. The same will apply if you are due a credit.

Additional fees assessed for LEAP, conference, and early dismissal days will be included in the ACH deduction the following month.

Student Leaves the Program after Payment is Made

Provided written notice is received in the Extended Day Office two weeks prior to the cancellation or change of service dates, and if a refund is due, this information will be immediately forwarded to the accounting office and a check will be issued.

***Note:** There will be no refunds if written notification has not been received two weeks prior to the change.*

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Payment Issues

The Extended Day Program is an optional and self-supporting program offered by the Lake Washington School District. The fees are required in order to finance the program. If you fail to make the monthly payment or the bank issues three NSF transactions, the program supervisor will be notified and your child will be removed from the program. If the student is removed from the program, they will be placed at the bottom of the waiting list.

Note:

- Program staff members are not authorized to adjust statements.
- The enrollment form schedule we receive is considered permanent. Fees are not reduced when your child is absent due to illness, vacation, other temporary arrangements or when they are suspended from school/Extended Day Program.
- A two-week notice is required for termination from the Extended Day Program. Fees will be charged for the two-week period whether or not your child attends.

Other Program Information

Emergency Contact

All parents are required to submit their complete names, a local phone number (home and work) and the names of two local people to call in case parents cannot be reached. Failure to comply can result in your child being excluded from the Extended Day Program.

Illness

Please notify the Extended Day staff if your child will not be in on a regularly scheduled day. A child should not return to the program until 24 hours after a fever subsides. Expect to be called to pick up your child if he/she is ill. Please respect our desire to maintain a healthy environment for all children. When students are returned to the Extended Day Program by their parents from a medical or dental appointment, the staff will require information on the health of the student in order to provide a safe environment.

Required Sign-In/Sign-Out Policy

The Extended Day Program has a required sign-in/sign-out policy. A parent or approved person (on the student's form) must escort the child to/from the Extended Day site and sign them in/out of the program. Children may not sign themselves in/out of the program. A daily record will be maintained with the child's name, parent's/approved person's signature, and the time in and out of the program. Photo ID will be asked of the person signing the student out of the program.

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Telephone Calls

We understand that parents sometimes need to convey messages to their children; however, the Extended Day telephones are only to be used for emergencies. Should you need to talk with your child while they are in the program, please give the information to the on-site staff and they will convey your message to your child.

Late to Pick Up

All Extended Day children must be picked up and out of the school building by 6:30 p.m. After 6:30 p.m., a \$25 late charge will apply for each child. Charges will accumulate for every 15 minutes past 6:30 p.m.

If you are running late, please call the site program number. If we have not received a phone call from you, we will attempt to reach you or other individuals listed on your emergency contact card. If we are unable to contact anyone and your child has not been picked up by 7:15 p.m. Child Protective Services and the police will be called. Parents continually late to pick their child up from Extended Day may result in termination of Extended Day services for their child.

Add LWSD Elementary Student Rights and Responsibilities pdf (half sheet size) to the final pdf of this document before printing