

# Lake Washington School District

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## Extended Day Handbook 2023-2024



**Every Student Future Ready**

*Prepared for College*

*Prepared for the Global Workplace*

*Prepared for Personal Success*



**Lake Washington**

**School District**

# LWSD Extended Day Program

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## 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

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## Extended Day Sites and Contact Information

<b>Redmond Learning Community</b>	<b>Juanita Learning Community</b>	<b>Lake Washington Learning Community</b>
<b>Barton</b> 12101 172nd Ave N.E. Redmond, WA 98052 425-936-2486	<b>Frost</b> 11801 N.E. 140th St. Kirkland, WA 98034 425-936-2563	<b>Bell</b> 11212 N.E. 112th St. Kirkland, WA 98033 425-936-2514
<b>Rockwell</b> 11125 162nd Ave N.E. Redmond, WA 98052 425-936-2673	<b>Keller</b> 13820 108th Ave N.E. Kirkland, WA 98034 425-936-2583	<b>Franklin</b> 12434 N.E. 60 <sup>th</sup> St. Kirkland, WA 98033 425-936-2553
	<b>Muir</b> 14012 132nd Ave N.E. Kirkland WA 98034 425-936-2646	<b>Kirk</b> 1312 6 <sup>th</sup> St. Kirkland, WA 98033 425-936-2593
	<b>Sandburg/Discovery</b> 12801 84 <sup>th</sup> Ave N.E. Kirkland, WA 98034 425-936-2703	<b>Lakeview</b> 10400 N.E. 68 <sup>th</sup> St. Kirkland, WA 98033 425-936-2603
	<b>Thoreau</b> 8224 N.E. 138 <sup>th</sup> St. Kirkland, WA 98034 425-936-2723	<b>Rose Hill El.</b> 8110 128 <sup>th</sup> Ave N.E. Kirkland, WA 98033 425-936-2683

## Contact Us

Lake Washington School District  
Extended Day  
P.O. Box 97039  
Redmond, WA 98073-9739  
Phone: 425-936-1175

[www.lwspd.org/extended-day](http://www.lwspd.org/extended-day)

**Michael Andera, Program Supervisor**  
[miandera@lwspd.org](mailto:miandera@lwspd.org)

**Tiana Luu, Office Mgr/Admin Prof III**  
[tluu@lwspd.org](mailto:tluu@lwspd.org)

# LWSD Extended Day Program

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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 5th 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. Breakfast is provided in the morning and light snacks are offered in the afternoon.

## 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–5th grade).

## Registration

Parents/guardians may enroll their children via a waitlist by accessing <https://lwsd.jotform.com/app/231514428688968>. Registration will be open throughout the year for 1st-5th grade students. Incoming Kindergarten students may register once registered for Kindergarten (February 2024).

## Waitlist

If all the spots are filled in the Extended Day Program at a particular school, then a family will be put on the waitlist for that school. A family must remain actively enrolled at the LWSD school that houses the Extended Day Program in order to remain on the waitlist. 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.

# LWSD Extended Day Program

## 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. Families requesting full time enrollment have priority.

## 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/or for school closures due to unforeseen circumstances such as: snow, inclement weather, mechanical malfunctions, power outages, staff shortages, etc. Parents will be notified if school is released early or if after-school activities are canceled for any reason. If there is a 2 hour delay for your school or the district, Extended Day will be closed.

<b>Extended Day Hours</b>	
<b>Before School</b>	6:30 a.m. until the start of school
<b>After School</b>	Begins at school dismissal until 6:30 p.m.
<b>Conference/Early Release Days</b>	Begins at school dismissal until 6:30 p.m.
<b>All Day LEAP Days</b>	Closed for mandatory employee training.

## Student Attendance

Your child must be in attendance during a given school day at their elementary school in order 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, or five days each week.

**NOTE:** There *cannot* be a single AM or single PM in a schedule. If a family wants AM only, there must be a minimum of two mornings; if a family wants PM only, there must be a minimum of two afternoons. If a combination of days is being requested, there must be a minimum of 2 morning sessions **and** 2 afternoon sessions.

# LWSD Extended Day Program

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Changes require a 30 day notice unless your child is enrolled full time (M-F/ mornings AND afternoons). If you are full time and want to revise/withdraw, review your current service agreement to determine when the changes to your child's schedule can be made. Changes to part time enrollment will be accommodated based on 1) where the student's name is on the waitlist; and 2) if there is availability at that time. If you want to make a change, please contact Tiana Luu at the Extended Day Office by email at [tluu@lwsd.org](mailto:tluu@lwsd.org) or by phone 425-936-1175.

## Fees/Withdrawal Procedure

Monthly tuition covers Extended Day attendance during all regularly scheduled school days. During conference week and early dismissal days, there will be additional charges applied (see below).

Reduced rate tuition may be applicable if a family applies and qualifies for the Free/Reduced Meal Program. If your family is eligible for the current school year, you are required to reapply by mid-October for the

following school year. If your family is no longer eligible for reduced tuition, full rate tuition will be charged effective November 1.

### Standard Fees

One fee per child will be charged for half days (3:00-6:30PM) on conference and early dismissal days. Regular tuition rate fee: \$20/first child; \$16/sibling

Reduced tuition rate fee: \$8.75/first child; \$7/sibling

Tuition rates for the upcoming school year will be determined in spring of the current school year.

### 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 6th 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.

**Note:** *If there are insufficient funds in your account, the bank will notify the program. You will be charged a processing fee of \$30 for each Non-Sufficient Funds (NSF) transaction and the transaction will be run again.*

### 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.

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## **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. You will also pay for any additional hours incurred from the previous month.

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

## **Student Leaves the Program after Payment is Made**

Provided a 30 day written notice is received in the Extended Day Office 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. A credit will be deposited to your checking or savings account, if applicable.

Note: There will be no refunds if written notification has not been received 30 days prior to the change.

## **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 maintain the program. If you fail to make the monthly payment or the bank issues three NSF transactions, the program manager will be notified and your child could be removed from the program. If the student is removed from the program, you will need to reapply to put them back on the waitlist.

### **Note:**

- *Program staff members are not authorized to adjust statements.*
- *The enrollment form schedule we received 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 written 30 day notice is required for termination from the Extended Day Program. Fees will be charged for the 30 day 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.*

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## **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.

## **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. Parents continually late to pick their child up from Extended Day may result in termination of Extended Day services for their child. A 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.

## **Tax Information**

LWSD Accounting Dept will email a monthly receipt to the primary parent's email address at the middle of each month. Please keep track of these emails as they are the only documentation families will receive for tax or child care purposes.



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## **Students Rights and Responsibilities**

<https://www.lwsd.org/programs-and-services/student-services/student-rights-and-responsibilities>