Lake Washington School District

Extended Day Handbook 2026-2027



Every Student Future Ready

- *Prepared for College*
- *Prepared for the Global Workplace*
- *Prepared for Personal Success*

Lake Washington School District

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EXTENDED DAY SITES AND CONTACT INFORMATION

Redmond Learning Community	**Juanita Learning Community**	**Lake Washington Learning Community**
Barton 12101 172nd Ave N.E. Redmond, WA 98052 425-936-2486 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/DCS 12801 84th Ave N.E. Kirkland, WA 98034 425-936-2703 Thoreau 8224 N.E. 138th St. Kirkland, WA 98034 425-936-2723	Bell 11212 N.E. 112th St. Kirkland, WA 98033 425-936-2514 Franklin 12434 N.E. 60th St. Kirkland, WA 98033 425-936-2553 Kirk 1312 6th St. Kirkland, WA 98033 425-936-2593 Lakeview 10400 N.E. 68th St. Kirkland, WA 98033 425-936-2603 Rose Hill 8110 128th Ave N.E. Kirkland, WA 98033 425-936-2683

CONTACT US

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Phone: 425-936-1175 | www.lwsd.org/extended-day

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ABOUT US

MISSION STATEMENT

Our mission is to provide a safe, caring, and fun environment where students feel welcomed, valued, and supported. We are committed to creating a socially healthy space that encourages kindness, respect, and positive relationships. Through engaging and creative activities, we foster social growth, cooperation, and confidence, helping students build meaningful connections and thrive beyond the school day.

ABOUT THE PROGRAM

The Extended Day Program offers high quality childcare both before and after school for elementary-aged students within the Lake Washington School District. This is the only district-operated before and after school care program offered within the schools and provides a variety of activities from reading to art to playground games!

Activities offered include:

• Arts & Crafts	• Quiet Time: Silent reading, drawing, homework
• Board & Card Games	• Storytelling
• Engineering: Legos, Blocks, & Magnets	• Listening to music
• Play Dough/Slime	• Recess/Playground Games

Breakfast is provided before school and light snacks are offered in the afternoon.

ELIGIBILITY

Children must be registered at the school in which they are requesting Extended Day enrollment. Incoming kindergartners must be registered for school prior to enrolling in Extended Day.

PROGRAM SIZE

A ratio of one Extended Day Program Facilitator for every 18 children is maintained at all the school sites. Program continuation or expansion is based on the availability of space and staffing at 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 & HOURS

The program operates on regularly scheduled school days, beginning with the first day of school according to the district calendar. The Extended Day Program operates on Wednesday early release days, conference days, and half-days. There is no Extended Day Program on any day the school is closed for scheduled holidays, LEAP days, and/or school closures due to unforeseen circumstances such as: snow, inclement weather, mechanical malfunctions, power outages, staff shortages, etc. Families will be notified by the district if school is canceled or released early, or if after-school activities are canceled for any reason. ***If there is a 2-hour delayed start for your school, the AM session of Extended Day will be closed***.

Extended Day Hours	
Before School	6:30 AM until 15 minutes prior to the school bell
After School	From school dismissal until 6:30 PM
Conference/Half Days	From school dismissal until 6:30 PM **Additional Fees incurred for pick-up after 3pm on half days, please see additional fees section.*
LEAP Days	Closed

ENROLLMENT

SCHEDULE OFFERINGS

Full-time schedules receive priority enrollment and are defined as 5 days per week (Monday through Friday) BOTH AM & PM.

5-DAY-PER-WEEK SCHEDULE	3-DAY-PER-WEEK SCHEDULE	2-DAY-PER-WEEK SCHEDULE
5-day-per-week *(Monday through Friday)* **BOTH AM & PM**	3-day-per-week *(Monday, Wednesday, Friday)* **BOTH AM & PM**	2-day-per-week *(Tuesday and Thursday)* **BOTH AM & PM**
5-day-per-week *(Monday through Friday)* **AM ONLY**	3-day-per-week *(Monday, Wednesday, Friday)* **AM ONLY**	2-day-per-week *(Tuesday and Thursday)* **AM ONLY**
5-day-per-week *(Monday through Friday)* **PM ONLY**	3-day-per-week *(Monday, Wednesday, Friday)* **PM ONLY**	2-day-per-week *(Tuesday and Thursday)* **PM ONLY**

WAITLIST

To begin the enrollment process at a specific school, families must join the waitlist through the Extended Day Portal. Families requesting full-time enrollment (Monday through Friday both AM & PM sessions) have priority and their waitlist request will be considered first. The waitlist for the following year opens February 1st at 2:00pm. Enrollment is offered on a space available basis. When a spot becomes available, the Extended Day Program will contact the family at the top of the waitlist***. If the spot is declined, the family will be removed from the waitlist and need to reapply***. The spot will then be offered to the next family on the list, and so on. Families will be asked to submit a new waitlist request each year to ensure continued interest and update their schedule request. If you indicate you are remaining on the waitlist for the following year, your original waitlist date will be honored, and you will keep your spot in line.

Kindergarteners must be registered for school prior to joining the Extended Day waitlist. LWSD kindergarten registration typically opens around the beginning of the calendar year. Kindergarten Information - Lake Washington School District

To remain on the waitlist, students must stay actively enrolled at the LWSD school in which they are requesting admittance to the Extended Day Program.

If a student transfers to a different school that offers the Extended Day Program, the family must reapply by joining that school's waitlist. They will be offered a spot as they reach the top of the waitlist.

The waitlist for the current school year closes the Friday before Spring Break.

REGISTRATION

When a spot becomes available for a student on the waitlist, the student must still be enrolled at that school in order to accept the placement. ***If a family declines their requested schedule, or does not respond within 48 hours, they will be removed from the waitlist and must reapply*.**

An Extended Day Office Professional will send a Parent Square notification with instructions for completing the online Enrollment Form. ***Families have 48 hours to respond to an enrollment offer***. If no response is received within that timeframe, the student will be removed from the waitlist and must reapply.

Registration in the Extended Day Program requires a school year commitment. Families may request an increase to their schedule by creating a new waitlist entry. Requests are served on a space available basis.

If a student transfers to a different school that offers the Extended Day Program, the family must reapply by joining that school's waitlist. They will be offered a spot as they reach the top of the waitlist.

SCHEDULE CHANGE/WITHDRAWAL

Registration in the Extended Day Program requires a school year commitment; reducing your schedule during the school year is not permitted. Families may request an increase to their schedule by creating a new waitlist entry; these requests are served on a space available basis. Withdrawal from our program will be considered on a case-by-case basis, and if approved, will require a 30-day written notice to our Extended Day office at applyextendedday@lwsd.org.

RE-ENROLLMENT

Currently enrolled families receive priority enrollment for the following school year, based on their contracted schedule. Re-enrollment information will be sent in the spring, and families will be given a specific deadline to confirm whether they plan to return.

If a currently enrolled family does not respond by the deadline, or chooses not to re-enroll, their student will be withdrawn from the program. The family will need to reapply by creating a new entry on the waitlist and will be offered a spot on a space available basis.

SIBLING POLICY

In recognition of the important role families play in their children's growth and development, the Extended Day Program provides priority enrollment, of the same schedule, for sibling(s) of families with students concurrently enrolled. Differing schedules for siblings will be considered on case-by-case basis. If a family has a student currently in the program (grades K–4) and an incoming sibling, the younger sibling will receive priority enrollment if the family chooses to re-enroll the K-4 student for the following school year.

**To qualify, the older student must be in 4th grade or younger, both siblings attend the same elementary school at the same time, and both siblings remain enrolled in the Extended Day Program.*

EMERGENCY CONTACT

Families must provide emergency contact information to the Extended Day Program. This information designates the individual(s) authorized for Extended Day to contact in the event a parent/guardian cannot be reached. Listed emergency contacts are also authorized to pick up and assume temporary care of the student from Extended Day.

Families can update emergency contact information at any time throughout the year by logging into Skyward Family Access, navigating to the Student Info tab, and selecting the Request Changes link.

FEES/TUITION

PAYMENT PROCEDURE

Extended Day is a self-supporting program. Our annual tuition is divided into 10 equal payments and charged September through June. Tuition covers Extended Day attendance during all regularly scheduled school days. In certain circumstances additional fees may be applied, please see section titled Additional Fees.

Extended Day processes monthly payments electronically through Automated Clearing House (ACH). As part of the enrollment process families provide written authorization for ACH and an automatic withdrawal occurs on the 6th day of each month (September-June) from the designated checking or savings account. This eliminates the need for writing monthly checks or missing payments.

The contracted enrollment 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 and/or the Extended Day Program.

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

REDUCED RATE TUITION

Reduced tuition rates may be applicable if a family applies and qualifies for the LWSD Free & Reduced Meal Program. If your family qualifies, you are required to reapply each year by mid-October for the current school year. If your family is no longer eligible for reduced tuition, full rate tuition will be charged effective November 6.

To apply for reduced fee rates, please submit a free or reduced meals application here and fill out the Extended Day Consent to Share form: Consent to Share-English.

SPLIT PAYMENTS

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

FAILURE TO MAKE A SCHEDULED PAYMENT

The Extended Day Program is an optional and self-supporting program offered by the Lake Washington School District. The fees are required to maintain the program. ***If you fail to make the monthly payment, or the bank issues three Non-Sufficient Funds (NSF) transactions, the associate director will be notified, you may be sent to collections, and your child may be removed from the program***. If the student is removed from the program, you will need to reapply by creating a new entry on the waitlist.

**Please 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 NSF transaction and the transaction will be run again.*

ADDITIONAL FEES

Monthly tuition covers Extended Day attendance for all regularly scheduled school days based on the child's contracted Extended Day schedule. ***Children may only attend Extended Day on their contracted enrollment schedule.***

Additional fees may apply in the following situations:

- **Late Pick-Up:** Child picked up after 6:30 PM on a regular school day
- **Half-Day Pick-Up:** Child picked up after 3:00 PM on a half day

These additional fees will be added to the following month's ACH tuition deduction.

Additional Fee	Description	Fee Amount
Late Pick-Up	Child picked up after 6:30 PM on a regular school day	$25/child every 15 minutes
Half-Day Pick-Up	Child picked up after 3:00 PM on a half-day	Standard Tuition: $50, additional sibling $40 Reduced Tuition: $25, additional sibling $20

REFUNDS

Extended Day does not offer refunds. Enrollment in the Extended Day Program requires a school year commitment. Withdrawal from our program prior to the end of the school year will be considered on a case-by-case basis and requires a 30-day written notice.

PAYMENT RECEIPT/TAX INFORMATION

The LWSD Accounting Department will email a monthly receipt to the primary guardian's email address in the middle of each month. Please keep track of these emails as they are the only documentation families will receive for tax or childcare purposes. LWSD does not provide an itemized statement at any time.

Tax ID # 91-6001645

POLICIES

ATTENDANCE
Your child must attend their elementary school *during the school day* in order to participate in the Extended Day Program before or after school.

***It is very important that families notify the Extended Day Program Facilitators an hour prior to the end of the school day if their child will not attend on their contracted day*.** Notification of absences may be sent via Parent Square, email, or by calling the site phone number. When notifying Extended Day, please include all Program Facilitators in case one of our staff members is absent.

If a student is expected, and does not arrive, the absence will be treated as a **missing child** situation. The Program Facilitators will first check with the school regarding attendance and early pick-up. Every effort will be made to contact the students' family and emergency contacts. If contact cannot be made, the student will be treated as missing, and **authorities will be notified**.

Your child's safety is our highest priority.

LATE PICK-UP
All Extended Day students must be picked up and out of the school building by **6:30 PM**. Families who are repeatedly late may risk termination of Extended Day services for their child.

A **$25 late fee** will be charged for every 15 minutes past 6:30 PM, per child.

If you anticipate being late, please send a Parent Square message or call the site phone number. If no call is received, staff will attempt to reach you or the emergency contacts listed for your child. If we are unable to make contact, and your child has not been picked up by **7:15 PM**, authorities and Child Protective Services will be notified.

SIGN IN/SIGN OUT
The Extended Day Program has a required sign-in/sign-out policy. A parent/guardian, or person previously approved by the family, must escort the child to/from the Extended Day site and sign them in/out of the program. Families may also authorize middle school age siblings (during daylight hours) and/or high school age siblings to sign students in/out of Extended Day. Enrolled children may not sign themselves in/out of the program. A daily record will be maintained with the child's name, the pick-up 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.

COMMUNICATION
There are three ways of communicating with the Extended Day Program - Parent Square, email, and site phone number. Parent Square is the preferred method for communicating with staff. *When communicating with Extended Day, please be sure to include ALL Program Facilitators on your message in case a staff member is absent.*

The Extended Day Office may be reached by telephone at 425-936-1175 or email at applyextendedday@lwsd.org .

We understand that families 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.

PERSONAL TECHNOLOGY

The use of all electronic items including but not limited to cameras, cell phones, smart-watches, MP3 players, iPod, e-readers and other unapproved electronic devices are **prohibited** during Extended Day hours. Families should not attempt to call or text their student(s) during Extended Day. Students are allowed to use Extended Day phones in an emergency. This policy is to ensure the safety of all students and protect the learning environment. An exception may be made for E-Readers and Smart Watches (in school mode) on a case-by-case basis and require written permission.

First offense: Item will be taken away for the rest of the day. The student may pick up the item after Extended Day.

Second offense: Item will be taken away. Parent/guardian will need to pick up the item from an Extended Day staff member.

Third offense: Parent/guardian will be asked to refrain from sending the item to school with their child.

Neither Extended Day Services nor the Lake Washington School District is responsible for the loss of any personal electronic equipment or cell phones. Your child brings them at his/her own risk and no steps will be taken to locate lost items.

TOYS FROM HOME

To help maintain a safe, inclusive, and low-distraction environment, students should not bring toys or personal items from home to the program. Items from home can be easily lost, damaged, or become a source of conflict among students.

Our program provides a variety of engaging materials and activities for all participants. We encourage students to use and enjoy these shared resources during program time.
Please note that allowances for items from home may be site-specific and require prior approval from the Program Facilitators.

HEALTH

ILLNESS

Keeping students home when they are too sick for school protects other students and staff from potential illness. If your student becomes ill at school, you will be contacted and asked to take them home. It is essential that we have a current phone number where you can be contacted, as well as an emergency contact number in the event you cannot be reached. Families can update emergency contact information at any time throughout the year by logging into Skyward Family Access, navigating to the Student Info tab, and selecting the Request Changes link. Additionally, families are responsible for notifying Extended Day if their student will be absent due to illness or any other reason.

Please notify the Extended Day Program Facilitators if your child will not attend on a regularly scheduled day. A child should not return to the program for 24 hours after vomiting and/or a fever subsides without the use of medication. Expect to be called to pick up your child if they are ill.

Please respect our desire to maintain a healthy environment for all children.

When students are returned to the Extended Day Program by their parent/guardian from a medical or dental appointment, the staff will require information on the health of the student in order to provide a safe environment.

MEDICATION

The Extended Day Program requires its own set of medication for students that require medication during the school day – distinct from the school's. Both sets of medication must be processed by the school nurse prior to your student's first day.

SUNSCREEN/COUGH DROPS

"Any person, including students, parents/guardians and school personnel, may possess topical sunscreen products to help prevent sunburn while on school property, at a school-related event, activity, or at summer camp....a sunscreen product may be possessed and applied under this section without the prescription or note of a licensed health care professional..... For student use, a sunscreen product must be supplied by parent/guardian...(3) Nothing in this section requires school personnel to assist students in applying sunscreen." - WA State House Bill Amendment 5404 to RCW 28A.210

Healthcare provider permission is no longer required, but a parent/guardian authorization form is. Please review the Lake Washington School District process for sunscreen at school outlined on the following page. The safety of all children is our priority and some students are very allergic to sunscreen. Thank you for understanding and complying with this process.

Students may bring and self-apply sunscreen at school once families have met the following conditions:

- We recommend application at home before school, bringing a sunhat labeled with name, and wearing sun protective garments.
- Sunscreen is labeled with child's full name.
- NO SPRAY sunscreen is allowed.
- Younger students may find stick sunscreen easier.
- Child is instructed by parent/guardian to not share sunscreen with other students.
- Approval will be withdrawn if a student handles sunscreen irresponsibly or otherwise maintains or administers it in a manner that is not appropriate for school. For this reason, parents/guardians must demonstrate at home how to apply.
- Additional information regarding sunscreen can be found at: https://www.aad.org/media/stats/prevention-and-care/sunscreen-faqs

If you would like your child to self-carry and apply sunscreen, please see your Program Facilitator for an authorization form.

Cough Drops are considered medicine and must follow the district guidelines for medication at school outlined here: Medication at School - Lake Washington School District

STUDENT EXPECTATIONS

The Extended Day Program follows the school specific student expectations.

INTEGRITY & SELF-DISCIPLINE
Walk in the classrooms and hallways
Use all recess equipment carefully and appropriately
Follow adult directions the first time
Follow all Extended Day and school rules
Use quiet voices in classrooms and hallways
Take care of Extended Day, school property, and the property of others

EMPATHY & EMBRACING DIVERSITY
Treat others the way you would like to be treated
Use kind language (no unkind words or gestures)
Keep hands, feet, and objects to yourself

GRIT, SELF-DISCIPLINE, INTEGRITY, EMPATHY
Try our best every day
Ask for help if you need it
Try to solve peer conflicts
Dress appropriately for the weather

The staff at Extended Day believe in letting students learn from their mistakes, just like adults do every day! We encourage students to self-reflect, accept responsibility for their decisions, correct any adverse effect they may have caused, and face the consequences. We want our students to know that learning from our own decisions is a good thing, even when it may be temporarily unpleasant.

At Extended Day, we are committed to developing the potential of all students to become lifelong learners who will enhance the world as responsible and caring citizens. Our mission is to provide an environment where students will acquire the knowledge, skills, and personal confidence they need to be successful.

We believe that:

People who are honored, valued, and respected learn to honor, value and respect others.
When students are responsible for their own learning and behavior, they will feel successful.
Staff, teachers, and families need to help children be accountable and responsible for their learning at home, at Extended day, and at school.

The goal of Extended Day is to provide learning situations in which each individual child can succeed. In this atmosphere, it is hoped that each child will be able to develop a positive self-concept, which in turn should be reflected in their relationship with others and a more enthusiastic attitude toward learning. Therefore, in order to provide a positive learning environment at Extended Day Services, we will be follow the discipline policy below.

STUDENT RESPONSIBILITIES

I want the best possible experience for myself, and I realize I can make this happen. Therefore, I will be responsible for doing the following:

- I strive to do my best at Extended Day each day and behave in a way which allows everyone to learn and feel safe.
- I treat others with kindness and respect.
- I take care of Extended Day, the school, student property, and the environment.
- I follow all adult staff directions.

RECESS/PLAYGROUND

The playground is for fun and exercise, as well as an area to practice appropriate social skills. It is a privilege to have a place to play. Each student at Extended Day has a right to have fun and be safe on the playground. To make sure that the playground is fun and safe for everyone, each student needs to know and obey the rules.

- Play safely within the playground boundaries.
- Use all recess equipment carefully and appropriately
- Enter the building only with permission from a staff member.
- Respect others and property by using kind words, safe game rules, and obeying staff members.
- Remember to play in a manner that is comfortable for all participants.

Following these expectations will help students to be successful, as well as feel good about themselves and others.

STUDENT PLAYGROUND RULES

You must have permission to go into the building during recess. For safety, we need to know where every child is, at all times. Play where you can be seen. If you cannot see a staff member, they cannot see you! The boundaries will be explained to you at the beginning of the year. Anything on the ground stays on the ground. This includes rocks, sticks, pinecones, dirt, leaves, worms, etc. Flowers, leaves, and berries are to be left where they are. Keep your hands to yourself. Play at school must be comfortable for each participant. Personal items (such as balls or other toys) are not allowed at recess. Be kind, share, and respect others.

Students May:

- Play ball games like tetherball, wall ball, gaga ball, flag football, kickball, flyers up and soccer.
    - Game rules are at the discretion of the Program Facilitators and are typically the ones taught in PE class.
- Play hopscotch and jump rope.
- Play on the slide—on bottoms, feet first.
- Enter the building from recess with permission only.
- Line up quickly when it is time to go in.

Students May Not:

- Play after the recess ends.
- Use inappropriate language, swearing or spitting.
- Push, fight, or play fight.
- Pick up or throw pinecones, rocks, or sticks, leaves, berries, etc. These items must remain on the ground at all times.
- Play tag on the Big Toy.

NATURAL CONSEQUENCES
The goal of natural consequences is to help the children learn to take responsibility for their behavior and understand its results. As a result of inappropriate behavior, a student may be asked to participate in an activity to rectify their action. For example, if a student writes on the building wall, he/she would be asked to clean the wall. A student that throws rocks or gravel from a play area would be asked to pick up or sweep the gravel or rocks.

CONSEQUENCES
If a student chooses to disregard Extended Day expectations, the following process will be used to assist the student.

1. A staff member will discuss with the student the unsafe or disrespectful behavior and provide a verbal reminder of our expectations.

2. Verbal reminder and conversation with parents/guardians.

3. Behavior Referral Form will be completed, and parent/guardian will be contacted. School and/or Extended Day administrators may be notified and included in the conversation with the student and/or parent/guardian.

4. Possible suspension or expulsion from the Extended Day Program.

Severe Cause: *Behaviors that are severe or chronic in nature may result in more immediate discipline action such as loss of specific areas of the playground, completing a Behavior Referral Form, assigned school service, parent/guardian called for immediate pick up of their student, temporary removal from the program, and/or expulsion from the program*. Severe behaviors include: disobedience or disrespect, physical aggression, bullying, fighting or stealing, and damaging property.

Specific information regarding limitations and due process for student discipline can be found in District policy (3241, 3241P)

STUDENT RIGHTS AND RESPONSIBILITIES
Information about Student Rights and Responsibilities, including the current Handbook, is located on LWSD's student services site.

Student Rights and Responsibilities