

**By enrolling my child in the tuition-based ESD program, I agree to the following:**

1. I have read and agree with the [ESD Parent Handbook](http://www.lisd.net/esd), located on the ESD website, [www.lisd.net/esd](http://www.lisd.net/esd).
2. Children need to be independent at toileting. Absolutely no frequent accidents, diapers, or pull-ups are permitted.
3. If my child has severe difficulty adapting to the program and/or persistent behavior problems that interfere with the general welfare, safety, and/or education of others, my child may be removed from the ESD program. (See procedures in ESD Parent Handbook)
4. I understand ESD is not given copies of 504 plans or IEPs. Any accommodations or modifications that require extra attention will require a meeting with the Zone Supervisor and is subject to approval.
5. I understand that my information in Eleyo must be kept current. The parent/guardian must provide updated information (emergency contacts, designated pick-up persons, work phone numbers, addresses, etc.) in Eleyo by managing their Eleyo account online or emailing their ESD accounting clerk.
6. ESD sites will have limited enrollment. For an ESD site to be open and contracts approved, a minimum of 18 students must be enrolled and staffing secured for that location.
7. Waitlist - If ESD has enrolled the maximum number of students at your student's Elementary campus, your student's contract may be placed on a 5-person waitlist. If the waitlist becomes full, your contact will remain pending. If space becomes available, you will be notified.
8. If your child is not attending Extended School Day for any reason (including an absence from school, being signed out early, riding the bus, etc.), you must notify ESD staff by 2:30 PM. Absences without prior notification may be mistaken for a missing child and cause unnecessary concern and time searching for the child.
9. For your child to attend on-campus activities outside of the ESD program, you must complete the [ESD School Activity form](#) before the activity starts.

**Tuition, Fees, and Payments**

1. ESD is a prepaid program. Therefore, the first tuition payment must be submitted to Campus Support Services before the first day of attendance.
2. All fees are per child. All accounts are required to be on auto-draft of tuition payments. If you choose ACH (e-check) as your payment method and it declines twice, you must use a debit/credit card for future payments.
3. The \$50 registration fee per student is non-refundable, and payment of the registration fee will be processed at the time the ESD contract is approved.

4. Please be advised that the ESD payment plans are not calculated based on the number of school days within a month. Instead, payment plans are based on the total number of days in the school year divided into equal payments.
5. Tuition adjustments will not be made for unforeseen circumstances beyond the control of LISD (inclement weather, medical or facility emergencies, or other days off that are not made up).
  - We do not have a daily charge, nor do we prorate payments. Therefore, the total tuition is required if a child needs the program only two or three days a week.
  - The Quarterly plan is only available until September 6, 2023.
  - No plan changes are permitted once the first tuition payment is made.
  - LISD Employees on the employee tuition rate must use Payroll Deduction.
  - The Scholarship plan does require an approval letter for free/reduced lunch to be turned in to our office at registration.
6. Payments are due according to the [ESD Payment schedule](#).
  - Payments are due on the 1st of the month. If your payment is declined, you must pay within 48 hours of receiving the past-due notice.
  - A system-generated late fee of \$25.00 will automatically be charged on the 8th of each month if payment has yet to be received.
  - If tuition is not paid by the payment drop date or the 10th of each month, whichever comes first, your child will be dropped from the program.
  - To re-enroll in the program, a reinstatement fee of \$15.00 per child must be paid, provided space is available in your child's ESD program.
  - Your child may be removed from ESD if your payment is consistently not received according to the payment schedule.
7. A student is actively enrolled until a withdrawal request is submitted online via Eleyo. Parents are responsible for tuition and/or fees incurred until a child is officially withdrawn from the program. Once a tuition payment is received, refunds are subject to a \$25 per child cancellation fee.
8. Completing a child care contract request does not guarantee placement in the program; all registrations are pending until the program administration approves. Please allow five business days for the contract to be reviewed and approved. Upon approval, you will receive a confirmation email from Eleyo, and the \$50 Registration Fee and first payment per child will be charged to the payment method provided.