

Lewisville ISD ESD Parent Handbook

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Zone 1 Schools: *Bluebonnet, Bridlewood, Donald, Flower Mound, Forest Vista, Garden Ridge, Liberty, Old Settlers, Parkway, and Wellington*

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Zone 2 Schools: *Degan, Heritage, Highland Village, McAuliffe, Mill Street, Prairie Trail, Timber Creek, Valley Ridge, and Vickery*

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Zone 3 Schools: *Central, Coyote Ridge, Creekside, Hebron Valley, Homestead, Indian Creek, Lakeland, Lewisville, Rockbrook, and Southridge*

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Zone 4 Schools: *Camey, Castle Hills, Ethridge, Hicks, Independence, Memorial, Morningside, Owen, Peters Colony, and Polser*

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ESD Vision Statement

The LISD Extended School Day Program's vision is to provide a safe and enjoyable after-school environment where children can play, learn, and create.

Statement of Goals

- To provide a safe and secure environment.
- To provide fun and engaging activities that encourage teamwork and problem-solving.
- To give children the opportunity to create friendships and interact with peers.
- To encourage children to be responsible citizens in their schools and communities.
- To build self-esteem and confidence in students.

ESD Administration, Staff, and Hours of Operation

Administration

The Extended School Day program is a function of LISD and follows the district's policies and procedures. The LISD program's administrative staff includes the Director of Campus Support Services and four Extended School Day Zone Supervisors. The Department of Campus Support Services monitors program policies, staff, curriculum, accountability, and finance. In addition, the administrative team collaborates with principals regarding discipline, staff, and ongoing program monitoring.

Staff

Each Extended School Day program site has a Campus Leader and one or more aides. All staff members participate in an orientation, and campus leaders receive monthly in-service training. The average adult-child ratio in the program is 1:18, although it could grow to 1:24 at certain times or for certain activities.

Hours of Operation

The Extended School Day Program operates between school dismissal and 6:30 PM. Staff members are on their respective campuses at 2:30 PM. The program coincides with the LISD academic calendar; therefore, the program is not in operation during school holidays or in-service days. In the event of early school dismissal due to inclement weather or emergency closing, the parent/guardian or other designated person will be expected to pick up the child at the announced closing time or as soon as possible. On scheduled LISD Early Release Days, i.e., the last day of school, etc., ESD will start at dismissal time and remain open until 6:30 PM.

Enrollment Eligibility and Limitations

The LISD Extended School Day Program encourages children of all backgrounds to attend. The program does not discriminate based on sex, race, color, national origin, ethnic background, religion, or disability.

A minimum number of children must be registered for the program to be cost-effective. The maximum number of students enrolled varies by campus. ESD Waiting lists, up to 5 students per campus, are kept for schools that reach maximum enrollment.

Enrollment Limitations

Extended School Day is not a part of the Free Appropriate Public Education that LISD provides for each child. Due to limitations in staffing and budget, the instructional arrangements made during the regular school day are unavailable during ESD. Therefore, certain restrictions may apply to student participation in ESD.

- Our target adult-to-child ratio in ESD is 1:18; however, it could reach 1:24 at certain times or for certain activities. All students must be able to function physically, emotionally, socially, and mentally in the group setting, as determined by ESD personnel.
- Independent toileting is required to attend ESD.

ESD Daily Procedures and Attendance

Daily Procedures

Enrichment-based activities will be provided each day, along with time for homework, recess, and a 15-20 minute reading period. When registering for ESD, you will choose the length of homework time for your student(s).

Attendance

If your child does not attend 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.

If a child does not arrive at the program as intended, the ESD staff will contact the parents at all numbers provided on Eleyo. Staff will call the emergency contacts. If we cannot locate the child, we will call 911. If your child has permission to walk or ride a bike home, provide written notification to ESD and have your child inform the ESD staff before leaving the campus. Repeated problems with attendance procedures may cause the removal of your child's registration in ESD.

- **Please Note: If a child signs out during the regular school day and returns after dismissal, the child may not attend ESD. Likewise, once a child signs out from ESD, the child may not return to ESD that day.**
- **Students assigned to the Alternative Education Program, suspended from school, or removed from their school day classroom or campus for any behavioral reason may not be allowed to attend ESD during that time.**

Releasing Children

Each child in the Extended School Day program will remain at the program site until picked up by an authorized individual or has parent/guardian permission to walk or ride a bike home.

- The parent/guardian enrolling the child must stipulate on their child's Eleyo pick-up list who may pick up their child. Campus Leaders do not have access to Skyward.

ESD staff who don't recognize an individual picking up a child will ask to see picture identification, i.e., Driver's License, etc. Only those on the pickup list can sign the child out of the program.

All ESD children must have alternate or emergency pick-up arrangements on their Eleyo pickup list.

Children must have in writing whether they have their parents' permission to walk home. The staff will not release children after dusk, during inclement weather, or in unsafe conditions.

On-campus School Performances and PTA Events

An approved pick-up person must sign out students participating in on-campus school events before they can leave ESD to attend the event. Programs include school performances and PTA-sponsored events that start during ESD hours but end after ESD closes. If parents are unable to pick up their child(ren) before the event begins and no alternative arrangements are made, your child may be unable to participate. In addition, ESD late fees will be in effect until the parent arrives and signs out the child.

We recommend you make arrangements before the event day for a teacher or alternative pick-up person to sign out your child to attend the event.

School Activities during ESD Hours

Parents must notify ESD staff if their child attends extracurricular activities, tutorials, or any other arrival/departure time change. If you submit an [ESD School Activity Form](#) on our website, children can leave the program area.

When students attend extracurricular activities, they will sign themselves out for the extracurricular activities. School activities include tutoring or spending time with the classroom teacher. We cannot accept responsibility for supervision when the student is not in our immediate care.

Late Pick-up Procedures

The closing time is 6:30 PM. At 6:30 PM, the ESD staff is officially off duty. A late charge is assessed to deter late arrivals and to compensate those staff members required to stay late. Eleyo automatically charges a late fee of \$20 per child for the first fifteen minutes or any portion of the fifteen minutes after 6:30 PM. An additional \$20 per child will be charged for every fifteen minutes or a part of fifteen minutes after that (i.e., arrive at 6:31-assessed \$20, arrive at 6:46-assessed \$40). **The Eleyo attendance system is the official timepiece.** The late pick-up charge will be auto-drafted with the following payment due. Failure to pay the late pick-up charges will result in student dismissal from the program.

If you find yourself running late, call ESD immediately to inform them. Calling ahead will not absolve you of late charges but will curtail your child's anxiety when no one has arrived by 6:30 PM. If we cannot reach you or any other contacts listed by 6:50 PM, and no one has come to pick up the child, we will contact the appropriate police department for assistance. Consistently picking up your child late can result in student removal from the program.

Snacks

Food and drinks are scheduled and served through Aramark. Parents are welcome to pack an extra snack for their child in ESD. Should your child have an allergy or condition that prevents them from eating certain foods, please note this information on Eleyo. Parents occasionally want to provide a treat for a child's birthday. In this case, they should contact the staff to determine the number of children to be served and arrange the date and plans.

Health and Safety

Ensure you provide ESD staff with your child's Emergency Rescue medication and a completed ESD Medication Form.

- If a child has been sent home by the School nurse during the regular school day, the parent/guardian MAY NOT bring the child back to school to attend ESD.
- If the child did not attend school due to illness, they may not participate in ESD.
- If a child has a contagious disease, fever over 100°F, vomiting, diarrhea, pink eye, head lice, or accident requiring medical attention. Then, they must be picked up from ESD immediately after receiving the notification from ESD staff.

ESD staff will provide care for children who are ill or injured, following the guidelines and policies governing regular school-day teachers, including medication policies. In addition, the ESD staff will treat minor injuries (small cuts, bruises, scrapes).

In severe cases, the child may be taken to the local hospital by an emergency vehicle. The responding paramedics will decide whether to transport the child, and we will call the parents immediately after the accident. If we cannot reach a parent or guardian, we will call an Emergency contact using the information provided in the Eleyo.

Child's Personal Property

After each day, children's personal property, coats, clothing, school bags, etc., must be cleared from the program area. ESD will bring any remaining personal property to the school's Lost and Found area. Although the program attempts to help children stay organized, LISD and ESD cannot be responsible for lost or damaged personal property. Children should not bring money, toys such as Pokemon, Yu-Gi-Oh, or any type of trading cards, electronics, or other items not necessary for school activities to ESD.

Electronics in ESD

ESD will follow all LISD and campus policies regarding allowing student use of electronic devices. Students may use electronic devices during approved times only.

Students may use LISD-issued iPads for homework or reading, which ESD staff will closely monitor.

ESD students cannot use their electronic devices from home, including but not limited to phones, tablets, smartwatches, gaming consoles, etc.

Extended School Day staff assumes no responsibility for lost, broken, or stolen electronics. Electronics are for personal use only and may not be shared with other students. In addition, students may not communicate with each other or take photos or videos of other students or staff using their devices at any time.

Any misuse of electronics, such as using them during an unapproved time, causing a distraction, sharing, accessing the Internet, or inappropriate material as determined by campus staff, cyber-bullying, etc., will lead to disciplinary action, including dismissal from the program.

School Phone and Student Cell Phone Use

During ESD hours, the school phone is reserved for emergency use only. Due to the phone's location, it is difficult for staff to hear ringing phones over children. Please be patient. ESD Students should not use their devices to text, make phone calls, or Facetime during program hours. If a student needs to contact a parent, they may use the campus phone.

Visitors

Parents are welcome to observe the program. However, please contact the Campus Support Services Office in advance if you wish to visit the program. For security reasons, parents will not be permitted to linger or interact with students other than their own when picking up their students. In addition, for liability and supervision reasons, it is impossible for children not enrolled to attend or participate in activities.

Please note that Extended School Day does not provide visitation time for non-custodial parents. We ask that you make visitation arrangements through the custodial parent or court personnel. Also, we cannot allow visitors, such as therapists, tutors, etc., to work with your child at ESD. However, with your permission, school personnel, such as a teacher or counselor from your child's campus, can pull your child for individual help during ESD.

Members of the community are used to enrich the program in areas of art, dance, dramatics, social skills, crafts, and service. In addition, parents are welcome to participate as resource volunteers in any topic area where they would like to share skills. Please contact our office for complete information about LISD's volunteer policies and procedures.

Behavior Expectations, Probation, Removal

Student Code of Conduct

The following excerpt below is from the LISD Student Code of Conduct. Participants in ESD programs conducted by LISD must follow the policies published in the Code of Conduct. A copy of the LISD Student Code of Conduct and Extracurricular Code of Conduct can be viewed online at <https://www.lisd.net/Page/17659>.

Parents – please discuss these policies with your ESD student attending the program this school year.

Standards for Student Conduct: Behaviors

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner.
- Exercise self-discipline.
- Bring appropriate materials to ESD.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.

ESD staff may set rules in addition to those found in the code to ensure the safety and well-being of participants. ESD staff review the rules with students; parents can request a copy of their program-specific rules.

All students must be physically, emotionally, socially, and mentally capable of handling an 18:1 (child: adult) ratio in all activities with a maximum of 24:1.

If a student has persistent behavior problems that interfere with the general welfare of others, the ESD program administration may decide to temporarily or permanently remove the student from the program.

Consequences

The following discipline management techniques may be used – alone or in combination – for misbehavior violating the Student Code of Conduct or program rules:

- Verbal correction or reprimand
- Rewards or demerits
- Cooling-off time or time-out
- Time off from planned activities
- Temporary confiscation of items that disrupt the program
- Calls to parent or guardian to remove a child from the program
- Temporary removal from the program
- Permanent removal from the program
- Other consequences, as defined by the LISD Student Code of Conduct

Any behavior that is disruptive to the daily operation of the program will be considered grounds for removal from the program, with no refunds and no probationary period allowed.

Probation

Children may be placed on ESD probation by the Extended School Day Zone Supervisors following one or more severe behavior incidents. In addition, children may be placed on ESD probation following three payment declines or reinstatements. Children placed on probation will remain in the ESD program with the understanding that any additional behavior problems during that school year may result in removal from the program. Please Note: A child placed on probation will remain on probation through the end of that school year.

Removal

ESD reserves the right to terminate enrollment if the student's behavior seriously hinders the daily program opportunities of the other students.

Students exhibiting behaviors that interfere with the safety and well-being of others and disrupt the ESD program may be temporarily or permanently removed from the program. Such behaviors may include outbursts, rudeness, disrespect, noncompliance, and physical aggression with students or adults.

Parents are notified at pick-up time if behavioral problems have occurred. If a child's behavior becomes unsafe to themselves or others, ESD will call the parent or another person designated by the parent to pick up the child within one hour.

Severe behavior incidents may result in dismissal from the ESD program and Summer Day Camp, whether a student has been placed on probation. Students dismissed from ESD may or may not be allowed to re-enroll for the next school year. The ability to re-enroll the following school year will depend on the nature of the behavioral concerns and will be at the discretion of the ESD Zone Supervisor.

We encourage and promote positive interactions and behaviors among individuals while present on our campuses. ESD prohibits swearing and cursing on our properties. Any harassment, suggestive language, or threats to staff, children, and other parents will not be tolerated. ESD has the right to terminate care at our discretion at any time for this violation. ALL individuals on your student(s) authorized pick-up list and any person(s) associated with your child will be held to this standard while on school property.

ESD may remove a student for nonpayment of fees, continual late payments, or multiple late pick-ups.

Complaint Procedures

Concerns about the operation of the Extended School Day program should be addressed beginning at the campus level with the ESD Campus Leader. If your concern is unresolved, please call 469-713-5997 and ask for the Zone Supervisor overseeing your child's campus.

All procedures and policies of the program are developed with the safety and care of the child as the primary concern.

Campus Contact Information

For Campus emails and phone numbers, visit our website under ESD Campus Contact Information: <https://www.lisd.net/Page/20394>. Please use the contact information provided to communicate with the ESD staff. If you are still trying to reach the ESD staff, contact the Campus Support Services Office at 469-713-5997.

Registration and Tuition

Registration

Registration is online and includes a non-refundable/non-transferable \$50 annual registration fee. The first tuition payment is due before the first attendance date. For your child's security, the program requires the information in Eleyo to be kept current. Therefore, the parent/guardian must provide the new current information (emergency contacts, designated pick-up persons, work phone numbers, addresses, etc.) to ESD staff on campus and Eleyo.

Tuition

The tuition assessment is based on the total number of school days, divided evenly into equal payments. We do not have a daily charge or drop-in days. Full tuition is required if a child needs the program only two or three days a week.

- Tuition payments are the same regardless of the number of school days in that month.
- Accounts over five days past due may result in dismissal from the program.
- Payment due dates and amounts are provided with registration materials and can be found online at <https://www.lisd.net/Page/18766>.
- Payments are applied first to any outstanding balance on your account.
- If your payment does not cover the outstanding balance and the current tuition/fees due, your account is still considered delinquent, and your child may be subject to removal from ESD.
- Tuition Payment Plans cannot change after receipt of the first payment.

Important Tuition Notice

Tuition adjustments will not be made for unforeseen circumstances beyond LISD's control (inclement weather, medical or facility emergencies, or other days off that are not made up).

Payment Methods:

We will collect payments by auto-drafting a credit card or checking account.

1. Credit Cards (We accept Visa, MasterCard, Discover, and Amex)
2. ACH, Automated Clearing House, payment through your checking account.

If your payment is declined, you will receive a system-generated email with a link to make an online payment.

A credit card is required after two ACH returns for NSF.

Program Fees

Fee Type	Amount
Registration	\$50.00 per child (non-refundable)
Late Payment	\$25 per child will be charged on the 8th of each month if payment has not been received
Reinstatement	\$15.00 per child (If you withdraw your child or your child is withdrawn for nonpayment)
Late Pick Up	\$20 per child per 15 minutes
Cancellation	\$25.00 per child. Once a tuition payment is received, refunds are subject to the cancellation fee.

Records Request

Copies of records on your child's registration or attendance at Extended School Day can only be released to a parent or court upon written request of the child's parent or as the result of a subpoena. Please contact LISD Legal Services when making a records request.

Flex Reimbursement Forms

Email forms to your ESD Accounting Clerk for signature. Please allow ten business days from our receipt of your request for processing.

Withdrawing from ESD

Students are actively enrolled until the Campus Support Services Office receives notification from the parent stating that a child is withdrawn from ESD. Parents may submit a Withdrawal Contract by logging into their Eleyo account and clicking "Account Management." If there are any technical issues, please contact the Campus Support Services Office. Parents are responsible for tuition and fees incurred until a child is officially withdrawn from the program. [Click here for directions.](#)

Refunds

Refunds are calculated using a flat daily rate for the days enrolled. Rates vary by payment plan. Refunds are processed according to the payment method used per transaction. Check refunds may take 2-3 weeks to process.

Late Tuition & Removal

Tuition payments are due on the 1st of each month. A system-generated late fee of \$25.00 will automatically be charged on the 8th of each month. 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. A fee of \$15.00 per child must be paid for reinstatement. Reinstatement may occur on a space-available basis when all fees have been paid in full.

Disclaimer: All information in this handbook is correct as of the time of printing. LISD Campus Support Services reserves the right to make changes as necessary by the LISD Board of Trustees or program administration. Nothing in this handbook constitutes a contract, explicit or implied.