



EXTENDED CARE SERVICES PARENT/STUDENT HANDBOOK 2023-2024



*Providing a wholesome, supervised environment where
children are nurtured and encouraged.*

Office of Community Programs

communityprograms@ltisdschools.org

512.533.6011

EXTENDED CARE SERVICES

Statement of Purpose:

The purpose of Extended Care is to offer an after-school childcare program to students enrolled in the Lake Travis Independent School District. The program provides a quality, nurturing, and enriching environment for elementary-aged children.

Statement of Goals:

The goals of Extended Care are to :

- Provide a safe and secure environment
- Give children the opportunity to learn cooperation skills while socializing with peers
- Promote responsible self-care and independence
- Build self-esteem and confidence
- Promote positive use of children's leisure time

IMPORTANT PHONE NUMBERS

| | |
|---|---------------------|
| Bee Cave Elementary Extended Care Aileen Mahon, Supervisor | 512-533-6259 |
| Lakeway Elementary Extended Care Joy Crenshaw & Peter Courtney, Supervisors | 512-533-6359 |
| Lake Pointe Elementary Extended Care Karen Whitty, Supervisor | 512-533-5472 |
| Lake Travis Elementary Extended Care Gloria Torres, Supervisor | 512-533-6316 |
| Rough Hollow Elementary Extended Care Mike Villegas, Supervisor | 737-931-3000 |
| Serene Hills Elementary Extended Care Kerry Walker, Supervisor | 512-533-7459 |
| West Cypress Hills Elementary Extended Care Christina Otwell, Supervisor | 512-533-7559 |

Office of Community Programs

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|---|--------------|
| Coordinator, Suzi Menfi | 512-533-6018 |
| Administrative Assistant, Andrea Stein | 512-533-6011 |

What is Extended Care?

Extended Care is an after-school childcare service provided at all Lake Travis ISD elementary campuses for children enrolled in Pre-K through 5th grade. It is a safe, familiar environment for the children. Students enjoy supervised playtime, snack time, and structured activities. LTISD staff supervises the children at all times.

When Does it Operate?

Extended Care is held each school day. The hours are 3:00 pm to 6:00 pm. Shorter programs where students are picked up by 4:30 pm or 5:15 pm are also available, as well as a Drop-In program. **Extended Care does not operate on the last day before winter break, school holidays, teacher in-service/workdays, or on the last day of school.**

2023-2024 Extended Care Closings:

- **September 4** (Holiday)
- **September 27** (Early Release)
- **October 6** (Student Holiday/Staff Day)
- **October 9** (Holiday)
- **October 10** (Student Holiday/Staff Day)
- **November 8** (Early Release)
- **November 20-24** (Thanksgiving Break)
- **December 20** (Early Release)
- **December 21- January 5** (Winter Break/ Staff Days)
- **January 15** (Holiday)
- **February 15-16** (Student Holiday/Staff Day)
- **February 19** (Holiday)
- **February 28** (Early Release)
- **March 8** (Early Release)
- **March 11-15** (Spring Break)
- **March 29** (Holiday)
- **May 24** (Last Day of School/Early Release)

How do I Enroll?

The registration instructions are located online at www.ltisdschools.org/communityprograms (select "Extended Care" on the menu bar to the left). **Online Registration begins July 5, 2023, and is ongoing throughout the year pending space availability. All students must re-enroll every school year.**

What Are My Payment Options?

Online: Debit or credit card (Visa, Master Card, Amex and Discover)

Note: Campus front office staff cannot receive or process payments.

How Do I Avoid Late Fees?

All payments are due on the first day of each month. In order to receive Extended Care services, or any other services through LTISD Community Programs, your account must be current.

What If My Pick-UP Schedule Changes Last Minute?

If you are planning in advance:

If a change is needed, please email your Extended Care Supervisor at least 1-2 days prior to the change, and [update your child's dismissal instructions in Smart Tag](#).

In the event of an emergency (same day):

Call your campus office staff **before noon** and they will send a note to the homeroom teacher. **Please also email your Extended Care Supervisor no later than noon.** Make sure to plan ahead, and avoid frequent changes so your child will feel comfortable with his/her after-school plans.

What If I Want to Cancel The Program?

All cancellations must be done in writing. Registration fees are non-refundable, and non-transferable. Please email Community Programs at least 2 business days prior to the date of the change. Refunds are not issued under the following circumstances:

- Your child is absent
- Your child is suspended
- Unannounced school closure

If the school closure is beyond 10 regular school days, your next month's fee will be credited with a 25% discount.

Are Snacks Provided?

Yes, snacks are provided by the school district. **If your child has food allergies, you must inform the campus Extended Care Supervisor in writing prior to your first day of attendance.** To print a food allergy form, visit <https://www.ltidschools.org/Page/64>. No outside or delivered food is allowed in Extended Care, except snacks that remain uneaten in a lunch kit. Otherwise, Extended Care will provide all snacks.

How Do I Access Tax Statements?

Services offered through Community Programs may qualify for childcare tax deductions. **The Lake Travis ISD tax ID Number is 74-2187328.**

For tax statements, please visit your current **RevTrak** account on our **Extended Care link** at www.ltidschools.org/community_programs.

PROGRAM DETAILS

Registration Fee:

\$45 (The registration fee is required yearly with each registration)

Program Fees:

| Program | Annual Fee | Monthly Installment | Other |
|----------------------------------|------------|----------------------------|----------|
| 6:00 p.m. Pick Up Program | \$1852.50 | \$195 + \$97.50 for August | N/A |
| 5:15 p.m. Pick Up Program | \$1634.00 | \$172 + \$86 for August | N/A |
| 4:30 p.m. Pick Up Program | \$1425.00 | \$150 + \$75 for August | N/A |
| Drop-In Program | N/A | N/A | \$25/day |

Note: Because this is an annual fee, these payments are the same each month regardless of the number of school days in the month, or the number of days your child attends during the month. August is the only prorated month.

More Information:

- Students on Free or Reduced Lunch programs qualify for a discount. Students of LTISD Staff qualify for a discount.
- The monthly installments are due on the first day of the month.
- **A \$25 late fee will apply if payment is not received by the 5th day of every month.**
- Prior payment is required to attend Extended Care. All payments must be made online in advance
- If you choose to switch from one program to another, you may first complete a new registration in the desired program, then email communityprograms@ltidschools.org to cancel your original program registration.

Late Pick-Up:

Your account will be automatically charged \$10.00 for the first minute and \$1.00 for each additional minute per child starting at 4:31 pm, 5:16 pm, or 6:01 pm. After 6:00 pm, if the supervisor is not able to reach you, your emergency contacts will be notified. Please be advised: If no one can be reached by 6:30 pm, as a last resort it may become necessary for Community Programs to contact local law enforcement for assistance. **Please make sure your emergency contacts are reliable and available for assistance in the event of an emergency.**

LTISD EXTENDED CARE GUIDELINES

1. To be eligible for childcare, students must be residents of Lake Travis ISD and currently enrolled in the District (Pre-K through Fifth grade).
2. Online enrollment and fees are required before a student can attend Extended Care.
3. Extended Care services follow all LTISD policies. Any violation of these policies may result in dismissal from the program.
4. All fees must be paid on time and remain current in order for children to continue attending the program. Regardless of the number of days in the month, installment payments are not prorated and are required even if your student does not attend or is suspended for disciplinary reasons.
5. Late pick-up fees will automatically be charged (see page 5). Continual late pick-up may result in removal from the program. Please note: Extended Care Supervisors may call the police if a student is not picked up (and parents or emergency contacts are not responding) by 6:30 pm.
6. All students attending Extended Care are subject to the Behavior Management Guidelines (see the Behavior Management Guidelines on page 7).
7. Students may not attend Extended Care if they are not on campus at the time Extended Care begins or if they have been suspended from the regular school day. Students may not return to Extended Care if they have been signed out for the day/evening.
8. Students and their parents will treat all adults and other students with respect. Continued disrespect by students and/or parents may result in removal from the program.
9. Students may not be released to anyone but their parents/guardians/emergency contacts, unless specific written arrangements have been provided to the Extended Care Supervisor. A photo ID is required until the staff recognizes the adult picking up the student. Students are not allowed to bike or walk home from Extended Care.
10. If a student will not be attending Extended Care, or if he/she will be participating in a special event after school (on campus), specific written instructions must be provided to the Extended Care Supervisor, and Smart Tag must be updated prior to his/her absence and /or participation.
11. All personal belongings must be clearly marked. The program is not responsible for lost or damaged items. Students must follow the LTISD Acceptable Use policy while working on computers or on their own electronic devices (please bring these devices at your own risk).
12. No outside or delivered food is allowed in Extended Care, except snacks that remain uneaten in a lunch kit. Otherwise, Extended Care will provide all snacks in accordance with the Lake Travis ISD Food Allergy Management Plan.
13. Dismissal from the program may result in a loss of fees paid.
14. All violations of the above guidelines will be reviewed by the Department of Community Programs.
15. A parent may request an accommodation for his/her student by contacting the Coordinator of Community Programs.

BEHAVIOR MANAGEMENT GUIDELINES

LTISD Extended Care provides a safe, healthy, friendly, and fun environment for children. Extended Care staff is encouraged to respond to student success with positive reinforcement. Such techniques may include verbal reinforcement and recognition of success.

In certain circumstances, disciplinary consequences may be necessary. LTISD Extended Care adheres to the LTISD Student Code of Conduct. Discipline will be determined based on the seriousness of the offense, intent or lack of intent, and applicable legal requirements. Because of these factors, discipline for a particular offense may bring into consideration varying techniques and responses.

The various discipline management techniques that may be used to address students' behavior if they choose to violate the Code of Conduct include, but are not limited to, the following:

- Cool-off of brief time-out periods, in accordance with the law
- Verbal correction or warning to student
- Verbal notification to parent/guardian

If violation of the code of conduct continues after the previous techniques have been used, then staff will follow these procedures:

1. Complete a Discipline Infraction form and have the child's parent sign the Behavior Documentation Form in the binder located at the pickup area.
2. **After three write-ups** for a parent's signature, then an Extended Care Discipline Referral Form is completed for the parent's signature, and the student is suspended for 2 days. There will be one day before the suspension begins for parent planning purposes.
3. **Upon returning** from the temporary suspension, if the student **has three more write-ups** for parent signatures, then the student will be **dismissed from the program**.

In the event a parent is contacted to pick up a child due to behavioral concerns, the parent must make arrangements to pick the student up as soon as possible. If a student is suspended from the program, the parent must also change the dismissal instructions in Smart Tag for the suspension period. Refunds will not be given for days missed due to suspension, and dismissal from the Extended Care program may result in loss of fees paid.

Behavioral issues that occur during Extended Care are handled separately from the regular school utilizing the Student Code of Conduct and Extended Care procedures and guidelines. However, campus administration may be notified should a student's behavior be such that it may impact the regular school day.

LTISD Extended Care does not discriminate against any parent or student on the basis of race, color, ethnicity, national origin, sex, sexual orientation, age, religion or disability status.



Have a great school year!



Public Notification of Nondiscrimination

The Lake Travis Independent School District operates all educational Programs without discrimination on the basis of race, color, religion, sex, national origin, age, disability or any other basis prohibited by law. The District complies with Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973.

For information about your rights or grievance procedures, contact **Evalene Murphy, Assistant Superintendent for Human Resource Services**, 3322 Ranch Road 620 South, Austin, TX 78738, (512) 533-6024.

Notificación Pública de No Discriminación

El Distrito Escolar Independiente de Lake Travis conduce todos los programas educativos sin discriminación por motivos de raza, color, religión, sexo, origen nacional, edad, impedimento o cualquier otro motivo que la ley prohíbe. El Distrito se conforma con Título VII del Acto de Derechos Civiles de 1964, Título IX de las Enmiendas Educativas de 1972, la Ley sobre Estadounidenses Discapacitados, y Sección 504 de la Ley de Rehabilitación de 1973.

Para información sobre sus derechos o procedimientos de quejas, favor de comunicarse con **Evalene Murphy, Superintendente Asistente de Servicios de Recursos Humanos**, 3322 Ranch Road 620 South, Austin, TX 78738, (512) 533-6024