



LAWTON PUBLIC SCHOOLS

.....

**X-Tended Time
Programs**

2016-2017

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**P.O. Box 1009
753 Ft. Sill Boulevard
Lawton, Oklahoma 73502-1009**

1-580-357-6900

It is the policy of the Lawton Independent School District to provide equal opportunities without regard to race, color, national origin, sex, age, qualified disability, or military veteran status.

Inquires concerning application of this policy may be referred to
Lawton Public Schools, Compliance Officer,
753 Fort Sill Boulevard, Lawton, Oklahoma 73507, (580) 357-6900

A Message from the Superintendent

Welcome to the X-Tended Time program provided at this elementary school by the Lawton Public School District. We hope you and your child will benefit from this service.

This service offers an affordable, age-appropriate and secure place for your school-age child each school day.

This booklet provides policies, program costs, and payment procedures. We hope you will review this information carefully.

We are pleased you have chosen to use the X-Tended Time program. We look forward to serving your family.

Dr. Tom Deighan
Superintendent of Schools

A Message to Parents

The goal of the X-Tended Time staff is to provide a quality before and after school program to serve students of working parents.

We want our students to look forward to attending X-Tended Time and our parents to feel confident that their children are being well cared for in a safe environment.

We look forward to a great year!

Carol McPhail
Director of Elementary Education

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X-Tended Time Program Information 2016-2017

1. Once parents sign up for a program (AM/PM, AM, or PM) they are responsible for the payment, even if their child does not attend every session, for as long as the child continues in the X-Tended Time Program. Written notification from the parent will be necessary to drop a child from the X-Tended Time Program.
2. Parents will not be allowed to enroll in the X-Tended Time Program for the 2016-2017 school year until all 2015-2016 extended day fees are paid in full if any delinquent charges exist.
3. Payment is due on the first school day of each month. A late fee of \$10 will be assessed for payments received after the 10th of the month. After the month's conclusion, parents will be denied access to the program until the month's payment has been paid in full. If a parent fails to pay on time for two months, the parent may be denied the right to the program. Lawton Public Schools employees who owe delinquent X-Tended Time Program charges will be referred to payroll for payment through the payroll deduction process.
4. Payment notices will be provided by posting the information at the school on the bulletin board and in the office. Therefore, the parent may not receive a monthly statement. The schedule of fees is outlined in the parent X-Tended Time Program handbook and on the LPS website (www.lawtonps.org) under Departments tab, Elementary Education.
5. If parents are using the X-Tended Time Program drop-in program, they are responsible for paying at the time of service. Balances created from pre-paying for unused drop-in services will not be refunded or rolled over at the end of the year.
6. If your child is not picked up prior to 5:30 p.m., we will wait until 6:00 p.m., at which time we will call the Lawton Police Department and/or LPS Police Department to pick your child up and transport the child to the Department of Human Services where you may pick them up. Upon the second occurrence, the parent may be denied the right to the program.

Activities

The X-Tended Time Program employs staff members who plan and supervise quality activities during the before and after school periods. Activities may include such things as arts and crafts, tutoring, movies, games, athletics, and computers.

Food Services

Breakfast and afternoon snacks are available for each child. Both breakfast and the afternoon snacks are provided at no additional cost.

Calendar

The X-Tended Time Program will be open on the first day of school (Wednesday, August 10, 2016) and close on the last day of school for children (Thursday, May 18, 2017). It will serve children only during scheduled school days. On days the schools are closed, including *teacher-parent conference days*, the X-Tended Time Program will be closed.

Non-school days for 2016-2017 include the following:

September 2 (F).....	Professional Development/In-service
September 5 (M)	Labor Day
October 14 (F).....	Professional Development/In-service
October 17, 18 (M-T).....	PM Session Only (Parent Teacher Conference)
October 20, 21, 24 (Th-F-M)).....	Fall Break
November 11 (F).....	Veterans Day Holiday
November 23, 24, 25 (W-Th-F).....	Thanksgiving Holiday
December 19 (M) - 30 (F).....	Winter Break
January 2 (M)	New Years Day Observed
January 3 (T).....	Professional Development/In-service
January 16 (M)	Martin Luther King Jr. Day
February 20 (M).....	President's Day
March 3 (F)	Professional Development/In-service
March 7 (T).....	PM Session Only (Parent Teacher Conference)
March 9 (Th).....	PM Session Only (Parent Teacher Conference)
March 13-17 (M-F).....	Spring Break
April 14 (F)	No School
April 28 (F)	Professional Development/In-service
May 5 (F).....	No School
May 12 (F).....	No School
May 18 (Th).....	Last Day of School

The X-Tended Time Program will be open each school day starting at 7:05 a.m. for morning students and ending at 5:30 p.m. for afternoon students.

Tax Credits

Parents should be aware that they may claim tax credits for child-care expenses. It is recommended that parents save receipts from the X-Tended Time Program for their IRS records. The EIN Number you will need to report on your IRS form is 736029956. There is not an EIN number for each school site.

Payment Policy

A payment will be due on the first day of each month of the school year, according to the payment schedule.

Extra charges, such as assessments for late pick-up of children, will be added to the first monthly payment period following the assessment of extra charges.

Refund Policy

There will be no refund if the X-Tended Time Program is required to close due to inclement weather, power outages, or other temporary conditions beyond Lawton Public Schools control.

Afternoon Late Charges

The X-Tended Time Program incurs an additional expense when an afternoon employee stays late because parents are not on time picking up their children. Parents (or persons approved by the parents) are expected to be at the school at or before 5:30 p.m. to pick up their children.

PER DAY	
Afternoon Pick-Up Time:	Additional Charge:
5:31 - 5:40	\$5
5:41 - 5:50	\$10
5:51 - 6:00	\$15
6:01 - 6:10	\$20
6:11 - 6:20	\$25
6:21 - 6:30	\$30
\$5 per 10 minutes for each succeeding 10-minute period.	

When a parent is going to be late, a telephone call to the school will be appreciated; however, a late charge will still be assessed and will be payable at the next monthly payment period.

Rates

The chart below gives the amount due each month, the date the payment is due, and related information.

Monthly Payment Schedule, 2016-2017

Due Date	AMOUNT DUE								School Days Per Pay Period
	a.m. OR p.m. only				a.m. AND p.m.				
	Number of Children				Number of Children				
	1	2	3	4+	1	2	3	4+	
	\$64	\$123	\$182	\$241	\$96	\$187	\$278	\$369	16
Sept. 1	\$80	\$155	\$230	\$305	\$120	\$235	\$350	\$465	20
Oct. 3	\$60	\$115	\$170	\$225	\$90	\$175	\$260	\$345	17
Nov. 1	\$72	\$139	\$206	\$273	\$108	\$211	\$314	\$417	18
Dec. 1	\$48	\$91	\$134	\$177	\$72	\$139	\$206	\$273	12
Jan. 3	\$76	\$147	\$218	\$289	\$114	\$223	\$332	\$441	19
Feb. 1	\$76	\$147	\$218	\$289	\$114	\$223	\$332	\$441	19
Mar. 1	\$60	\$115	\$170	\$225	\$90	\$175	\$260	\$345	17
Apr. 3	\$72	\$139	\$206	\$273	\$108	\$211	\$314	\$417	18
May 1	\$48	\$91	\$134	\$177	\$72	\$139	\$206	\$273	12

TOTAL \$656 \$1,262 \$1,868 \$2,474 \$984 \$1,918 \$2,852 \$3,786

NOTE: Drop-in students may be accepted on a space-available basis; daily fee is \$5.00 for a.m. or p.m. (\$10.00 for both). Payment is due at the time services are rendered. No pre-payment for drop-in students.

Payment Schedule will be enforced! Failure to pay on time will result in denied access to the program.

Rates

The chart below gives the amount due each month, the date the payment is due, and related information.

Monthly Payment Schedule, 2016-2017 For those eligible for free/reduced-price meals

Due Date	AMOUNT DUE								School Days Per Pay Period
	a.m. OR p.m. only				a.m. AND p.m.				
	Number of Children				Number of Children				
	1	2	3	4	1	2	3	4	
	\$48	\$91	\$134	\$177	\$80	\$155	\$230	\$305	16
Sept. 1	\$60	\$115	\$170	\$225	\$100	\$195	\$290	\$385	20
Oct. 3	\$45	\$85	\$125	\$165	\$75	\$145	\$215	\$285	17
Nov. 1	\$54	\$103	\$152	\$201	\$90	\$175	\$260	\$345	18
Dec. 1	\$36	\$67	\$98	\$129	\$60	\$115	\$170	\$225	12
Jan. 3	\$57	\$109	\$161	\$213	\$95	\$185	\$275	\$365	19
Feb. 1	\$57	\$109	\$161	\$213	\$95	\$185	\$275	\$365	19
Mar. 1	\$45	\$85	\$125	\$165	\$75	\$145	\$215	\$285	17
Apr. 3	\$54	\$103	\$152	\$201	\$90	\$175	\$260	\$345	18
May 1	\$36	\$67	\$98	\$129	\$60	\$115	\$170	\$225	12

TOTAL \$444 \$843 \$1,242 \$1,641 \$740 \$1,435 \$2,130 \$2,825

NOTE: Drop-in students may be accepted on a space-available basis; daily fee is \$5.00 for a.m. or p.m. (\$10.00 for both). Payment is due at the time services are rendered. No pre-payment for drop-in students.

Payment Schedule will be enforced! Failure to pay on time will result in denied access to the program.

Other Requirements

SMOKING or ANY VAPOR PRODUCTS are prohibited in this facility.

STAFF MEMBERS employed in this program must pass a criminal history background investigation and TB (tuberculosis) Test.

PHYSICAL PUNISHMENT of children (e.g., spanking) is prohibited.

RATIOS of staff to students, under normal circumstances, shall not exceed 1 to 20.

Additional Information

Brief Description: The X-Tended Time Program provides before and after school care to school age children at the respective X-Tended Time Program sites.

Age of children accepted: The X-Tended Time Program is open to Pre-Kindergarten thru Fifth grade. (Pre-K students who attended half day may use the X-Tended Time Program in the morning if they are in the AM Class or in the afternoon if they are in the PM Class. Full Day Pre-K students may attend both morning and afternoon X-Tended Time Sessions)

Location and accessibility of the programs guidelines: The LPS X-Tended Time Policy Book is available for parents/guardians of students enrolled in the X-Tended Time Program to review. The book can be requested from any X-Tended Time staff for viewing.

Procedure for:

Receiving and releasing children from the program including a method of verifying the identity of a caller or person who picks up a child: All children will be signed in or out by a parent/guardian daily. X-Tended Time personnel will only release children to those individuals listed on the permission to pick up list and showing proper identification.

Notification from parents about a child(s) attendance changes: Regular full-time participants need to notify the director of any changes in attendance ahead of time. Prior written notice should be made to the office or program director for Drop-in participants due to space availability.

Storing children's personal belongings and money: X-Tended Time Program will not be responsible for money and valuables. If sending money to school with your child, please make sure it is sealed in a envelope with your child's name, teacher and purpose.

The handling of illness and injuries, including procedures when children are away from the program: X-Tended Time Program follows LPS policy. Any child with diarrhea, fever (100 or above), vomiting, or excluded from school, will receive a phone call to their parent/guardian to be picked up immediately.

Storing and administrating children's medicines: All medication will be handled through the office and subject to LPS policy. Over-the-counter medicine requires the proper form to be filled out and kept on file. Prescription medication requires a doctor's signature and proper form on file.

Mandatory reporting of child abuse: Any suspected child abuse will be handled through the proper chain-of-command as required through LPS policy.

Discipline policy: For the safety of all participants and staff, physical punishment of children is prohibited and there will be no tolerance for abuse from children or staff. If a discipline issue arises, the child will first be given a verbal warning. If the child continues to have discipline issues, he/she will be written up on a disciplinary form. If a child physically abuses another child or staff member, or continues to have discipline problems, parents will be called immediately and a conference will be scheduled with the director and/or principal. The X-Tended Time Program has the right to suspend or exclude any student depending on the circumstances. Two referrals will result in the student being dismissed from the program.

Complaints

If you have a complaint about any aspect of the X-Tended Time Program and do not receive a satisfactory reply from personnel who works in the program, you should contact your building principal. If you continue to be unhappy with the response, please contact the X-Tended Time Program administrator at Shoemaker Center (357-6900, ext. 2020). *Compliments also accepted.*

Donations

The X-Tended Time Program accepts donations of appropriate games, equipment and supplies to help better serve the children. Those desiring to make donations should contact their building principal or the X-Tended Time Program administrator (357-6900, ext. 2020).

