

LAWTON PUBLIC SCHOOLS

Extended-Day Programs

2011-2012



P.O. Box 1009
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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

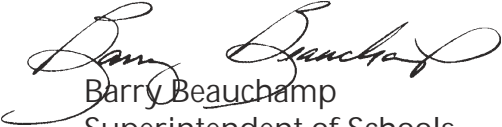
A Message to Parents

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

This extended-school-day service is offered to enable you, as a parent, to have an affordable, accessible, age-appropriate, secure place to leave your school-age child each school day.

The purpose of this booklet is to provide policies, program costs, and payment procedures. We hope you will review this information carefully.

We are pleased you have chosen to use the extended-day program. We look forward to serving your family.


Barry Beauchamp
Superintendent of Schools

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Extended Day Program Information 2011-2012

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 Extended Day Program. Written notification from the parent will be necessary to drop a child from the Extended Day Program.
2. Parents will not be allowed to enroll in the Extended Day Program for the 2011-2012 school year until all 2010-2011 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 5% of the monthly payment will be assessed for payments received after the 15th 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 Extended Day 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, printed in the school newsletter, and on Channel 17. Therefore, the parent may not receive a monthly statement. The schedule of fees is outlined in the parent Extended Day handbook and on the LPS website (www.lawtonps.org) under Departments tab, Elementary Education.
5. If parents are using the Extended Day drop-in program, they are responsible for keeping track of the days. The schools will not go back and determine the dates parents used the services. However, if there is a discrepancy, we will work with the parent to determine the correct amount owed.
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 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 Extended-Day Program employs staff members who plan and supervise quality activities during the extended-day periods. Activities may include such things as arts and crafts, tutoring, movies, games, athletics, and computers.

Food Services

Breakfast and an afternoon snack are available for each child. The afternoon snack is provided at no additional cost. There is a charge for breakfast. Children eligible for free/reduced-cost lunch receive a free/reduced rate for breakfast.

Calendar

The Extended-Day Program will be open on the first day of school (Friday, August 19, 2011) and close on the last day of school for children (Wednesday, May 23, 2012). It will serve children only during scheduled school days. On days the schools are closed, including *teacher-parent conference days*, the Extended-Day Program will be closed.

Non-school days for 2011-2012 include the following:

September 5 (M)	Labor Day
October 19 (W)	Parent-Teacher Conference Day
October 20, 21 (Th-F)	Fall Break
November 11 (F)	Veterans/Professional Day
November 23, 24, 25 (W-Th-F)	Thanksgiving
December 19 (M) - Jan 2 (M)	Winter Break
January 16 (M)	M. L. King/Professional Day
February 20 (M)	Presidents/Professional Day
March 19-23 (M-F)	Spring Break

*There will be no inclement weather days
in the 2011-2012 school calendar.*

The Extended-Day Program will be open each school day from 7:00 a.m. until 9:00 a.m. for morning students and from 3:45 p.m. until 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 ED Program for their IRS records. The EIN Number you will need to report on your IRS form is 736029956.

Payment Policy

A payment will be due each month of the school year, according to the payment schedule, on the first school day of the month. If a child misses school due to illness or other cause, the full monthly payment will still be due each month.

Payment for breakfast for morning children who eat breakfast must, if not paid in cash, be made on a separate check from the extended-day payment. Students not qualifying for free or reduced-cost meals will pay .85¢ per day for breakfast.

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.

Afternoon Late Charges

The Extended-Day 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, 2011-2012

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+	
Aug. 19	\$30	\$42	\$56	\$63	\$49	\$68	\$73	\$77	8
Sept. 1	\$68	\$110	\$152	\$173	\$110	\$172	\$180	\$194	21
Oct. 3	\$59	\$101	\$143	\$164	\$95	\$157	\$165	\$179	18
Nov. 1	\$59	\$101	\$143	\$164	\$95	\$157	\$165	\$179	18
Dec. 1	\$39	\$81	\$123	\$144	\$65	\$127	\$135	\$149	12
Jan. 3	\$65	\$107	\$149	\$170	\$105	\$167	\$175	\$189	20
Feb. 1	\$65	\$107	\$149	\$170	\$105	\$167	\$175	\$189	20
Mar. 1	\$54	\$96	\$138	\$159	\$90	\$152	\$160	\$174	17
Apr. 2	\$68	\$110	\$152	\$173	\$110	\$172	\$180	\$194	21
May 1	\$54	\$96	\$138	\$159	\$90	\$152	\$160	\$174	17

NOTE: Drop-in students may be accepted on a space-available basis; daily fee is \$3.50 for a.m. or p.m. (\$7.00 for both).

Rates

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

Monthly Payment Schedule, 2011-2012 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	
Aug. 19	\$23	\$31	\$39	\$47	\$31	\$39	\$47	\$55	8
Sept. 1	\$49	\$81	\$102	\$124	\$83	\$106	\$118	\$135	21
Oct. 3	\$43	\$72	\$90	\$109	\$74	\$94	\$103	\$117	18
Nov. 1	\$43	\$72	\$90	\$109	\$74	\$94	\$103	\$117	18
Dec. 1	\$36	\$50	\$63	\$77	\$50	\$67	\$71	\$80	12
Jan. 3	\$47	\$78	\$98	\$119	\$80	\$102	\$113	\$129	20
Feb. 1	\$47	\$78	\$98	\$119	\$80	\$102	\$113	\$129	20
Mar. 1	\$43	\$72	\$90	\$109	\$74	\$94	\$103	\$117	17
Apr. 2	\$49	\$81	\$102	\$124	\$83	\$106	\$118	\$135	21
May 1	\$43	\$72	\$90	\$109	\$74	\$94	\$103	\$117	17

NOTE: Drop-in students may be accepted on a space-available basis; daily fee is \$3.50 for a.m. or p.m. (\$7.00 for both).

Other Requirements

SMOKING is 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

More information about the Extended-Day Program may be obtained by calling your principal, August through May, or the Extended Day administrator (357-6900, ext. 259), June and July.

Complaints

If you have a complaint about any aspect of the extended-day program and do not receive a satisfactory reply from personnel who work in the program, you should contact your building principal. If you continue to be unhappy with the response, please contact the Extended Day administrator at Shoemaker Center (357-6900, ext. 259). *Compliments also accepted.*

Donations

The Extended-Day 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 Extended Day administrator (357-6900, ext. 259).