

Lewisville ISD Extended School Day (ESD) Handbook

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Office Hours: Monday - Friday 8:00 am - 4:30 pm

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www.lisd.net/esd

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

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

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Zone 3 Schools: *Central, Coyote Ridge, 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, and Peters Colony*

Evan Gary, Clerk (Accounting and enrollment for schools: Bluebonnet - Homestead)

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[ESD Campus Contact Information](#)



Located on our website

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.

For the ESD site email and phone number, visit our website under [ESD Campus Contact Information](#).

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.

ESD will start at dismissal on scheduled LISD Early Release Days, i.e., the last day of school. On December 20th, we are closing at 5 p.m., and on March 7th, we are closing at 5:30 p.m. All other LISD Early Release Days, ESD will be open until 6:30 p.m.

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.

For the program to be open, the site must have a minimum of 18 children registered. 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 Registration

General ESD registration information

ESD registration is conducted online via Eleyo. The registration system does not limit the number of registrations received. If a program has reached its enrollment cap after you submit a contract, we will notify you by email. Your enrollment is complete upon receipt of your application, supporting documents, the registration fee, and the first tuition payment.

If you're a current ESD family and move into a new school boundary, we will transfer your registration to the new school if space is available.

If you're a current ESD family and you elect to open transfer to another school, including STEM and Dual Language campuses, you are not guaranteed in the ESD program or on the waitlist. We will transfer your ESD registration if space is available at the approved campus.

ESD programs have enrollment caps and a waitlist of 5 students per campus.

If you're registering more than one student, we will accept the sibling and go over the program's enrollment cap.

ESD registration process

In April, our current ESD and waitlist families can pre-register online for the following school year.

ESD families who pre-register at their current campus are guaranteed a spot for the following school year (provided they register and pay by the deadline).

Siblings of ESD students who are not currently in ESD, including incoming Kindergartners, qualify to pre-register.

In April, LISD employees have an opportunity to register online for the following school year during a three-day session (must use your LISD email for verification and pay tuition by payroll deduction)

In May, ESD conducts open registration online for all LISD K-5th grade students. Some enrollment limitations apply. See the ESD Handbook for more information. Registration remains open throughout the school year, pending availability.

Please note that after ESD Pre-registration, ESD registrations are accepted on a first-come, first-served basis throughout the school year using the date and time stamp on your online registration. Some ESD campuses may be closed and will no longer accept registrations. Please view our current program availability located on our website, www.lisd.net/esd.

ESD Waitlist

The ESD waitlist is limited to 5 students at each location. To be placed on the waitlist, you must pay the \$50 registration fee, which is non-refundable and non-transferable.

Students on the waitlist are not guaranteed placement in the ESD program for the current school year. The benefit of the waitlist is being eligible to pre-register with current families for the following school year. ESD waitlist families who pre-register at their current ESD campus are guaranteed a spot for the next school year (provided they register and pay by the deadline). Pre-registration information is communicated to waitlist families via email in April.

If your ESD school and waitlist are closed, we recommend contacting our office to inquire about any future openings.

ESD Daily Procedures and Attendance

Daily Procedures

Enrichment-based activities, homework, recess, and a 15-20-minute reading period will be provided daily. 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 missing children, causing unnecessary concern and time spent searching for them.

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 until he or she 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, such as a driver's License. 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's 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's removal from the program.

Snacks

ESD does not provide snacks. Parents are encouraged to provide a snack for their child. We do not have access to microwaves at any of the sites, so food that requires heating will not be served to the children. Students will not be allowed to access the vending machines in the teachers' lounge.

Please ensure all food allergies are brought to the attention of your ESD instructors and properly documented on your child's contract in Eleyo. Please help us remind students not to share snacks due to food allergies.

Parents are responsible for supplying ESD with an Epi-pen or inhaler if required for allergies or medical allergic reactions. ESD does not have access to the campus nurses' office.

Health and Safety

Ensure you provide ESD staff with your child's Emergency Rescue medication and a completed [ESD Medication Form](#), which can be found on our website under forms.

- 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 an accident requiring medical attention, they must be picked up from ESD immediately after receiving 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, an emergency vehicle may transport the child to the local hospital. 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, 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 only during approved times.

Students may use LISD-issued iPads for homework or reading, which will be monitored. ESD students cannot use their electronic devices from home, including 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 phones' 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 their 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 disrupts the program's daily operation will be considered grounds for removal. No refunds and no probationary period will be allowed.

Probation

The Extended School Day Zone Supervisors may place children on ESD probation following

one or more severe behavior incidents. 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. A child placed on probation will remain on probation through the end of that school year. In addition, multiple payments not received according to the payment schedule will result in your account being placed on probation up to and including removal.

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 suspended 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.

Registration - completed each school year and must be kept up to date. I understand it is my responsibility to keep all information on my childcare account up to date. This includes but is not limited to contact information, emergency contacts, relevant medical details, new sped diagnoses, or accommodations to ensure accurate records and smooth communication with the ESD staff.

Financial Information

Tuition

The tuition is based on the total number of school days for the year, divided evenly into ten 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.
- Payment auto-draft dates and amounts are located on our website under [Tuition, Fees, and Payment Due Dates](#).

Payment Methods:

Payments are auto-drafted by credit card or checking account (e-check) on the 20th of each month, July (or at the time of registration) through April.

1. Credit Cards (We accept Visa, MasterCard, Discover, and Amex)
2. ACH (e-check), payment through your checking account.

Discounted rate

To receive the discounted rate for ESD, a copy of the 2025-2026 approved LISD Child Nutrition Free/Reduced lunch letter must be emailed to your ESD Accounting clerk prior to your contract being accepted. If the letter is received AFTER my contract has been approved, the discounted rate will be applied to the next monthly billing cycle. For information regarding the 2025-26 Meal Program Application, please visit the [LISD Child Nutrition website](#).

No scholarships or grants are available for ESD students.

Important Tuition Notices

The LISD Campus Support Services Office's primary method of contacting customers is by the email address provided by each customer. It is the account holder's responsibility to ensure the contact information is up to date in Eleyo. If you prefer a different method of communication, please notify the LISD Campus Support Services Office in writing and provide the contact information.

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

Refunds

Refunds will not be issued once a payment has been received, regardless of a student's attendance.

Program Fees

Fee Type	Amount
Registration	\$50.00 per child
Late Payment	\$25 per account (charged on the 21st of each month if payment has not been received or if an e-check is returned, NSF)
Reinstatement	\$25.00 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.

Payment Declines:

If your payment declines, you will receive a system-generated email with a link to make an online payment. The Payment decline must be paid by the end of the day you receive the past-due notice.

Multiple payments not received according to the payment schedule will result in your account being placed on probation up to and including removal.

If your e-check payment returns non-sufficient funds or insufficient funds (NSF), you must use a debit/credit card to make the payment. After two NSF returns, you must use a

debit/credit card for all remaining tuition and fees.

Late Payment Fee:

A system-generated late payment fee of \$25.00 will automatically be charged if payment is not received on the 20th of each month or if an e-check is returned, NSF.

Dropped due to non-payment:

If tuition is not paid on the 22nd of each month, your child will be dropped from the program. DO NOT make a payment if you have been dropped from the program without prior written approval from your ESD Accounting clerk. If you are dropped from the program due to non-payment, your child's last day to attend ESD is on the last Friday of the month or according to the dates on the [ESD Tuition and Payment Due Dates](#).

Reinstatement Fee:

If you have been dropped due to non-payment, contact your ESD Accounting clerk prior to making any payments. For reinstatement in the ESD program or waitlist, a \$25.00 per child fee must be paid, provided there is space available in your child's ESD program or waitlist.

Withdrawing from ESD

To withdraw a student from ESD, the account holder must submit a withdrawal online via Eleyo. To prevent being charged for the following month's tuition, the withdrawal must be submitted before the 15th of the month prior. The account holder is responsible for all tuition/fees until a withdrawal is submitted in Eleyo, regardless of a child's attendance. Submit a Withdrawal Contract by logging into the Eleyo account and clicking "Account Management." If there are any technical issues, please contact the Campus Support Services Office. [Click here for directions](#).

Records Request

Copies of records on your child's registration or attendance at Extended School Day can only be released by contacting LISD Legal Services and completing an online records request.

Tax and 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. Monthly and yearly statements for ESD are available in Eleyo.

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.