



LOVETT ELEMENTARY EXTENDED DAY PROGRAM PARENT HANDBOOK

2022-2023

The Lovett Elementary Extended Day Program offers homework support, physical activity and after-school care for those parents who are not able to greet their child at the 3:00 end of the school day. The mission of the Extended Day Program is to foster the development of children's social, emotional, and academic skills. Our priority is to provide a safe and enriching environment for the whole child. Lovett's extended day program supports our school mission to provide an educational program that offers children the opportunity to develop his/her diverse abilities.

Discipline Guidelines and rules for Extended Day are the same as Lovett's regular school day AND the HISD Code of Student Conduct. However, after three discipline notices have been written and discussed with the parent/guardian, your child may be removed from the program. Repeated acts of aggression, disruption, and disrespect towards self and/or others creating unsafe situations will not be tolerated. Please stress the importance of appropriate behavior with your child(ren).

Dismissal Procedures To ensure the highest level of safety, accountability, and supervision, we ask that all families comply with the policies and procedures listed below.

- Students will be dismissed from the main office. Authorized persons will sign the student out with school personnel. Please have ID or the school hangtag ready. Any other person not listed on your student's enrollment

card must have been given written permission by the parent/guardian and present photo ID before the child will be released.

- Pick up after 6:00pm is considered late. A late fee of \$1 per minute will be assessed. Late fees must be paid by the Monday following the late pick up. Three late pickups or failure to pay any outstanding fees will result in removal from the program. **(Note: Administrative discretion will be used for severe weather cases or other extenuating circumstances.)**

Eligibility Any child enrolled and attending in person in grades Pre-Kindergarten-5th at Lovett Elementary School is eligible for the Extended Day Program. Tuition must be current and accounts clear or the student will be withdrawn from the program. Outstanding balances may also hinder registration for the following school year.

Enrichment Classes Enrichment classes are offered through individual companies. These vendors charge fees that are separate from Lovett's Extended Day program. A weekly schedule is provided for parents to choose.

Enrollment A child is enrolled in the Extended Day program when:

- A signed and completed registration form is submitted
- A nonrefundable registration fee is paid in full
- The first month or semester's tuition is paid in full

Expectations Extended Day participants are expected to follow certain rules and guidelines during after school care. These are:

- Participate in activities in assigned classrooms only. Leaving an assigned area without permission is cause for disciplinary action.
- Prepare in advance for attendance. Take books, homework, instruments, and all personal belongings to the Extended Day classroom at school dismissal time. **Students are NOT allowed back into classrooms after 3:15.**
- Report to Extended Day teacher prior to and after returning from any other after school activity.

Fees A nonrefundable annual registration fee of **\$30 per family** is due at the time of enrollment. A sibling discount of 10% is applied after oldest child is paid in full. All payments must be made in the form of CASH, MONEY ORDER OR CASHIER'S

CHECK made payable to Lovett Elementary. NO PERSONAL CHECKS will be accepted. SchoolPay is also available online starting August 15, 2022.

Payment is considered late by **5:00** pm on the 5th and you will be charged a \$10 late fee. Services will not be provided if payment is not received by the **10th** of the month.

Extended Day is a 100% tuition funded program. Any potential refund may affect staffing, enrichment opportunities and scholarship capabilities. Refunds are determined case by case. Tuition will not be refunded due to the following events:

- HISD school closures beyond campus control
- Class, individual or campus quarantines

Local or federal government closures will be considered for refunds based on the number of days missed.

Payment Options:

\$30 non-refundable registration fee/family

\$720/semester-5 days/week (Full-Time)

\$380/semester-2 days/week (Part-Time)

Monthly payment rate available

\$15/daily drop in

\$1/minute late fee after 6:00 pickup

10% sibling discount

Homework Extended Day is an extra opportunity for students to be successful. All students in 1st-5th grade are expected to do homework assigned by their daytime teachers. A quiet time is built into the afterschool schedule to begin assignments, work on projects, or visit the library/computer lab computers if necessary. By parent request, homework can be saved to complete at home. Any student not

required to do homework at school is still expected to respect the quiet time for all.

Hours of Operation Extended Day is provided Monday-Friday from 3:00-6:00 on school days when students are in attendance beginning August 29, 2022. The program does not operate on holidays as specified by the Houston Independent School District's 2022-2023 calendar.

Illnesses/Accidents In the event that your child becomes ill or is injured during Extended Day, you will be notified immediately.

Personal Belongings In accordance with the Lovett Elementary School's handbook items not permitted at school, all toys, playing/trading cards, electronics, etc. are to be left at home. Unless, they are specifically requested by a teacher or required for a special project, these items will be confiscated. Please refer to the student handbook for more details.

Snacks Lovett's Extended Day program does provide an HISD approved snack to the children daily. Children can bring their snack from home. Please notify Nurse Yepes if your child has a food allergy.

Staff The staff consists of Lovett teachers and paraprofessionals, part time hourly employees, and high school/college students. Tané Sims (ssims1@houstonisd.org) is the coordinator for the program.

Tax Information Lovett Elementary Extended Day program's Federal Tax ID# is 74-6001255. If you need an annual print out, please send a request in writing/email to Tané Sims (ssims1@houstonisd.org) and allow 7 business days for processing.

Wait List Each grade level accepts a maximum number of students according to TXDCFPS guidelines and staff availability. If the class has reached max when you wish to enroll, your student may be placed on a waitlist. You will be notified when a spot becomes available at any point during the school year. The waitlist will be kept on file for one school year.

Withdrawals Registration for Extended Day is for the entire school year. A spot is held for your student unless you withdraw him/her. If you need to withdraw your child from the Extended Day Program, please fill out a withdrawal slip or send an email to Ms. Sims. Failure to put your student's withdrawal in writing will result in

your account staying open and recurring monthly charges. A \$25 administrative reinstatement fee will be assessed if you wish to re-enroll your student into an available spot.