



LOVETT ELEMENTARY EXTENDED DAY PROGRAM PARENT HANDBOOK

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 with a focus on academic, physical and hands-on activities. 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. 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.

- Each child must be signed out at the front office by an authorized person listed on the registration form. Any other person not listed must have been given written permission by the parent/guardian and present photo ID before the child will be released.
- Pick up after 5:30pm 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 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 Tuition must be current and accounts clear or the student will be withdrawn from the program.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 have been halted for the remainder of the 2020-2021 school year.

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'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 first 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 January 25, 2021.

Full tuition amount is due on the **1st** of the month. 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.

Refunds are determined case by case. Tuition will not be refunded due to the following events:

- HISD school closures due to inclement weather
- 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

\$165/month-5 days/week

\$5 **optional** supply fee

10% sibling discount

Homework Extended Day is an extra opportunity for students to be successful. All students 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 computers for AR tests with permission.

Hours of Operation Extended Day is provided Monday-Friday from 3:00-5:30 on school days that students are in attendance. The program does not operate on holidays as specified by the Houston Independent School District's 2020-2021 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 and 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 Schaffer-Boardman if your child has a food allergy.

Staff The staff consists of part time hourly employees, high school/college students along with Lovett teachers and paraprofessionals. 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 are in need of 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.