

Lovett Elementary Extended Day Program
Parent Handbook
2026-2027

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 suspended 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 an ID or the school issued car tag 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 is released.

- If a Lovett employee suspects that the parent, guardian, or person responsible for picking up a child is under the influence of any substance, or otherwise unable to provide adequate supervision, we will notify the next contact person and/or proper authorities. The student will not be released until it is deemed safe.
- Picking up after 6:05pm is considered late. A late fee of $1 per minute will be assessed. Late fees must be paid by 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 grades pre-kindergarten-5th at Lovett Elementary School is eligible for the Extended Day Program. Families with special needs children must meet with Ms. Sims and Mrs. Gaines directly. Staffing is extremely limited to handle some cases. 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 are offered through individual companies. These vendors charge fees that are separate from Lovett's Extended Day program. A schedule is provided for parents to choose from.

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



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- 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.
- Previous account is in good standing.

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 30–45-minute 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. They may engage in a quiet activity provided by either the parent or extended day teacher.

Hours of Operation Extended Day is provided Monday-Friday from 3:00-6:00 on school days when students are in attendance from August 11, 2026-May 28, 2027. The program does not operate on holidays as specified by the Houston Independent School District's 2026-2027 calendar.

Illnesses/Accidents Students who are absent from school due to illness may not attend any after school programs. If your child becomes ill or is injured during Extended Day, you will be notified immediately. If a parent is unavailable, the emergency contacts listed will be called.

Parent Conduct Parents, guardians and anyone authorized to pick up students are expected to conduct themselves appropriately while on campus. Foul language,



threats, violence, or any behavior deemed inappropriate towards students and staff will not be tolerated. The student may be withdrawn from the program as a result.

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 Lovett student handbook for more details.

Snacks/Supper Snack is provided by HISD daily. The Lovett cafeteria sometimes provides supper. Children can bring snacks. Please make sure proper documentation and corresponding medication is provided to Nurse Lodico (christine.lodico@houstonisd.org) 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. Lovett's administrative staff is also available. Extended day staff is expected to actively supervise, engage, and participate in students' activities.

Student Expectations Extended Day students are expected to follow certain rules and guidelines, in addition to the school rules, during after school care. These are:

- Participate in activities in assigned classrooms only. Leaving an assigned area without permission is cause for disciplinary action.



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- 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 without explicit permission from that room's teacher or Ms. Sims.**
- Report to Extended Day teacher prior to and after returning from any other after school activity.

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, send an email to Ms. Sims at least one week prior to the withdrawal. Failure to put your student's withdrawal in writing will result in your extended day account being charged the one week. An emergency withdrawal due to job loss, medical reasons, or other extenuating circumstances may be granted.



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Tuition and Fees

A non-refundable annual registration fee of **$40 per family** is due at the time of enrollment. A sibling discount of 10% is applied after the 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.com is available starting August 1, 2026. If utilizing the installment plan, SchoolPay will open 7 days before the due dates listed below and close the business day after the due date. A $10 late fee may be assessed at this time.

Extended Day is a 100% tuition funded program. Tuition is not based on attendance. You are required to pay for the days your child is scheduled for the program, not the days they attend. Any potential refund may affect staffing, enrichment opportunities and scholarship capabilities. Refunds are determined by case. Tuition will not be refunded due to the following events:

- HISD school closures beyond campus control
- Class, individual or campus quarantines
- Student suspension from the program (1-3 days).

Payment options and due dates:

$40 annual non-refundable registration fee per family

$210/month



$20/daily drop in

$1/minute late fee after 6:00 pickup, beginning at 6:05

10% sibling discount

10% discount for the year if paid in full.

Discounts are **NOT** combined.

Fall 2026 Payment Schedule:

1st payment: Due at registration

2nd payment: September 1, 2026

3rd payment: October 1, 2026

4th payment: November 1, 2026

5th payment: December 1, 2026

Spring 2027 Payment Schedule:

1st payment: January 5, 2027



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2nd payment: February 1, 2027

3rd payment: March 1, 2027

4th payment: April 1, 2027

5th payment: May 1, 2027

**This parent handbook is informational and intended to be a guide for Lovett Extended day staff, parents, and students. It is strongly advised that parents familiarize themselves with the contents every school year. Policies and procedures may change prior to the school year's end. If this occurs, parents will be notified. A copy of this handbook is available on the Lovett Elementary website as well as the front office.