

2024 SOFA Program Information + Policy Statements

Please read the following policies carefully.

Location: Lynnfield High School: 275 Essex St., Lynnfield, MA 01940

Dates + Times: SOFA will run from June 24th to August 9th. Full day and half day programs are available from 9-3:30. AM classes are 9-12pm, and PM classes are 12:30-3:30pm.

Lunch: No food (snacks or lunch) will be available for purchase. Families must provide their own lunch or snacks. There are water stations available in the school for refillable water bottles.

SOFA Extended Day (SEDS): AM will be from 7:30-9am, and PM will be from 3:30-5pm. Children will have arts and crafts, free play, and a variety of activities and games available to them.

Program ages: Grade level represents the grade your child will enter for Fall 2024.

Registration: All registrations will be done through RecDesk.

<https://lcs.recdesk.com/Community/> The appropriate SOFA fee must be paid in full before the start date of a registered program. This can be done through RecDesk, Unipay, or by personal check. Please note that each SOFA has a limit on the number of participants it will accept.

Enrollment: Acceptance in the Lynnfield SOFA Program is on a first-come, first-served basis. Participants are enrolled on receipt of registration through RecDesk registration program. When a spot opens up in a program with a waiting list, children on the waiting list will be added in order in which they appear. The Director reserves the right to cancel any SOFA that does not meet sufficient enrollment. All attempts will be made to place the child in another program when possible.

Changes + Withdrawals: Any program cancellations must be made two weeks prior to the start of the program for a full refund. *No refunds will be given if it is less than two weeks notice.*

Absences: If a child is registered for a program and chooses not to attend the SOFA program on a given day, the program will continue to run. No financial credit is given for missed days.

Daily Drop Ins: Inquire about availability as needed. Program options based on availability and age-appropriateness of program.

Drop-off/Pick-up: It is the responsibility of the participant and/or the family to make sure that the participant is dropped off and picked up promptly at the designated places. Lynnfield Community Schools and anyone associated with the SOFA program is not responsible for participant's supervision before or after the SOFA program.

Media Release: Occasionally, SOFA will take photos of classes to use in the newspaper, website, or other promotional material. If you do not wish to have photos of your child used, please email us before your child's program begins.

Medication Protocol: Knowing that your child has a medical condition which may require medication administration during camp hours, we are requesting the following from you:

- Completed Medication Administration Consent Form - link on website!

- **Emergency Action Plan** - If your child has asthma, diabetes, a seizure disorder, or a life threatening allergy, their emergency action plan must be provided from their health care provider.
- **Medications** - Please bring in the prescribed medication(s). All medication must be in its original and/or pharmacy labeled container, within its expiration date, and delivered to the nurse by a responsible adult. Parents/Guardians are required to drop off and pick up medications with the nurse. All medications that are to be taken during school hours, must be dropped off to the nurse. Any medication not picked up by the last day of camp will be disposed of.

Medical Emergency - In the event the child is injured or becomes ill, a staff member will attempt to notify the child's parents/guardians or the emergency references provided. However, if none of the foregoing can be reached or if in the judgment of the SOFA staff immediate medical attention is necessary, the SOFA staff is hereby authorized to obtain medical assistance as it may deem necessary or proper. SOFA follows the Health Care Policies of the Lynnfield Public Schools in relation to sickness, medication, allergies, and injury prevention.

Behavior - Lynnfield Community Schools takes pride in providing worthwhile and engaging SOFA activities. In the event a child's misbehavior disrupts a SOFA activity, his/her parent/guardian will be consulted on the appropriate action to be taken. We reserve the right to dismiss any student from participation in the program if he/she is disruptive. There will be no refunds.

Wireless Communication Devices - Personal wireless communication devices, cell phones, watches, pagers, handheld gaming devices, etc. must be turned off and kept out of sight during SOFA. Students and parents should not utilize electronic communication devices to communicate during SOFA program hours. Personal devices with video or other imaging/recording capabilities are prohibited. If a child is found using a device, a parent/guardian will be notified. Item will be confiscated and returned to the parent/guardian of the student at the end of the program/day.

Accident, Damage, Loss - The Lynnfield Public Schools, the Lynnfield Community Schools, and anyone associated with the Lynnfield SOFA Program will not be held responsible for accident, illness, or hospital lab or doctors' fee, as well as for any personal damage or loss. Students in the Lynnfield SOFA program will be held responsible for property damage or loss to the Lynnfield Public Schools.

Release Statement: I agree to forever release the Town of Lynnfield or Lynnfield Public Schools of Lynnfield, the School Committee, and all their employees, agents, board members, volunteers and any and all individuals and organizations assisting or participating in voluntary athletic or recreation programs of the Town or Public Schools ("the Releases") from any and all claims, rights of action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to my child or property damage resulting from my child's participation in the Town or Public Schools voluntary athletic or recreation programs. I also promise, to indemnify, defend, and hold harmless the Releases against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, arising from personal injuries to my child or property damage resulting from my child's participation in the Town or Public Schools of Lynnfield's voluntary athletic or recreation programs. I consent to my child's pictures being taken for the purpose of being used on the facebook page of LCS (names omitted). I further affirm that I have read this Consent and Release Form and that I understand the contents of this form. I

understand that my child's participation in these programs is voluntary and that my child and I are free to choose not to participate in said programs. By signing this form, I affirm that I have decided to allow my child to participate in the Town or Public Schools athletic or recreation with full knowledge that the Releases will not be liable to anyone for personal injuries and property damage my child or I may suffer in voluntary Town or Public School athletic or recreation programs.