

# **Lynnfield Community Schools Extended Day Program 2020-2021**

The Lynnfield Extended Day Program provides activities for children before and/or after the formal school day when the Lynnfield Public Schools are in session. The Lynnfield Extended Day Programs are under the auspices of the Lynnfield Community Schools, which is run by Director Sarah Perkins.

## **General Information:**

There are five programs:

Before School Extended Day (BEDS)

Late Extended Day (LEDS)

Middle School Club (MSC)

Release Extended Day (REDS) - *unavailable for fall 2020 due to the LPS district reopening plan*

Hours of Operation for the 2020-2021 School Year:

- Summer Street School:
  - BEDS: 7:50 AM - 8:50 AM
  - LEDS: 3:00 PM - 6:00 PM
- Huckleberry Hill School
  - BEDS: 7:20 AM - 8:20 AM
  - LEDS: 2:30 PM - 6:00 PM
- Lynnfield Middle School
  - MSC: 2:00PM to 6:00PM

2020-2021 Pricing:

Pricing has increased from last year, from \$6/hour to \$7/hour. All pricing reflects this change.

Additional Information:

- No breakfast will be available for Lynnfield residents
- When it applies, students are required to bring their own lunch
- The Program does not operate on snow days or school holidays
- The Program will operate on early release days and conference days as REDS at the current rate of \$7.00 per hour - *unavailable for fall 2020 due to the LPS district reopening plan*
- The Program will operate during February and April school vacations if there is enough enrollment, which will be determined by the Community Schools staff

## **Policies and Procedures:**

### **1. ABSENCES**

If a child attends school, the Program Staff will assume that he or she will also attend the Lynnfield Extended Day Program. If a child attends school but plans not to attend the Program on a given day, he or she must provide the classroom teacher as well as the Extended Day teacher with a written notice from a parent. No financial credit is given for missed days.

## 2. CHANGE IN ROUTINE

Change in transportation or destination home will only be honored when the child brings in a written notice from a parent or guardian!! If your child is going to an activity after school, please remember to notify us in writing. It takes time for us to establish the whereabouts of the group, if we do not know in advance that they are in another activity.

## 3. CLOSING TIME

The Program absolutely and unconditionally closes at 6:00PM. Parents must make alternate or emergency arrangements in the event of a problem. Children enrolled until 6:00PM must have on file with the Program a written explanation of their back-up arrangements.

There will be a \$10 surcharge for the first 5 minutes a child is picked up beyond 6:00PM. After the first 5 minutes, the surcharge will be \$15.00 for each ten (10) minutes or fraction thereof the child is picked up past 6:05PM.

A child picked-up between 6:00PM and

6:05PM = \$10.00

6:15PM = \$25.00

6:25PM = \$40.00

6:35PM = \$55.00

6:45PM = \$70.00

6:55PM = \$85.00

You will be charged for late pick-up.

## 4. CONFERENCE DAYS/PROFESSIONAL DEVELOPMENT DAYS

Release Extended Day (REDS) is unavailable for fall 2020 due to the LPS district reopening plan. If there are opportunities for child care beyond what is offered for the fall, we will contact families.

## 5. CONFIDENTIALITY CONCERNS

All information of a confidential nature concerning a child enrolled in the Lynnfield Extended Day Program will be treated as such. It is understood, however, that the program staff may communicate with School Department employees, including teachers, to discuss non-confidential matters concerning children enrolled in the Program.

## 6. DAILY LIFE

We **DO NOT PROVIDE SNACK**. You must send in a snack if you want the child to have one. If your child has any food allergies, make sure that it is noted on the health form. Additionally, a special note to the EDS teacher would be helpful as well.

## 7. DELAYED OPENING

This is a reminder about the Extended Day Programs in relation to the Lynnfield Public Schools Delayed Opening Policy. If there is a delay in the start of school, there is NO BEDS that day. LEDES (Late Extended Day) and MSC (Middle School Club) will operate as usual.

## 8. DISCIPLINE POLICY

Lynnfield Community Schools takes pride in providing children with worthwhile and interesting programs and activities. Parents should review proper school conduct with their child at home. In the event a child's behavior fails to follow the guidelines of respect and/or safety within the program or activity, the parent will be consulted on the appropriate action to be taken. We reserve the right to dismiss any student from participation in the program if these guidelines are not met. There will be no refunds.

#### 9. WIRELESS COMMUNICATION DEVICES

Personal wireless communication devices, cell phones, pagers, handheld gaming devices, etc. must be turned off and kept out of sight during Extended Day. Students and parents should not utilize electronic communication devices to communicate during EDS 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 is confiscated and returned to the parent/guardian of the student at the end of the program. *This excludes school-issued Chromebooks.*

#### 10. DROP-INS

Due to the COVID-19 state guidelines, there will be no drop-ins permitted for the school year 2020-2021. We need to know how many students are attending ahead of time in order to plan staffing and cohort needs. If you have a special circumstance, please contact the LCS Office at 781-334-5814.

#### 11. EARLY DISMISSAL

Children requiring dismissal unaccompanied by an adult listed on the enrollment form must provide the Program Staff with a written request from a parent or guardian. Students will not be dismissed without such a request.

#### 12. FINANCIAL INFORMATION

Due to the COVID-19 state reopening guidelines, enrollment for Extended Day Program will have a limited number of openings. All applications will be first come, first served with a waiting list option.

The fee schedule for the fall will be as follows:

One-Time Registration Add-on fee of \$25.00 will be added to one of the registrations.

Pay Period 1: Wednesday, September 16 - Friday, October 30th **Payment due in full by Oct. 5, 2020**

Pay Period 2: Monday, November 2 - Tuesday, December 22nd **Payment due in full by Nov. 30, 2020**

You will be charged according to the online registration you filled out. We reserve the right to adjust your registration to reflect any additional hours beyond your original registration. For example, your registration says 4pm pick-up, but if we notice there is a consistency of picking up your child past that time at 5pm, we will adjust your registration and billing to reflect the 5pm pick-up time.

If the schooling schedule changes due to the unpredictability of the pandemic, we will adjust your payment and billing accordingly. We will contact families regarding this scenario if it happens.

### 13. HOMEWORK

Time is provided to do homework in the afternoon programs: Middle School Club (MSC) and LEDS. Our policy is to provide the time and materials, but we will not make your child do their homework. Homework is a parenting issue, not a child-care issue.

### 14. MEDICAL EMERGENCY

In the event the child is injured or becomes ill while participating in the Program, a staff member will attempt to notify the child's parents/guardians or the emergency references given in this application. However, if none of the foregoing can be reached or if in the judgment of the Extended Day Staff immediate medical attention is necessary, the Extended Day Staff is hereby authorized to obtain medical assistance as it may deem necessary or proper. The Program follows the Health Care Policies of the Lynnfield Public Schools in relationship to sickness, medication, allergies, and injury prevention. Additionally, staff members are Red Cross certified in Infant and Child CPR and basic first aid.

### 15. MESSAGES

Written messages can be delivered by the way of children, directly to the teacher in the Lynnfield Extended Day Program.

- Lynnfield Community Schools Office telephone number is: 781-334-5814
- School Office telephone numbers:
  - Huckleberry Hill School: 781-334-5835
  - Summer Street School: 781-334-5830
  - Lynnfield Middle School: 781-334-5810
- EDS phone numbers to be used only after the School Offices are closed are:
  - Huckleberry Hill School: Contact Barbara Collins at 617-240-3156
  - Summer Street School: Contact Lisa Pasciuto at 781-258-5441
  - Middle School Club: Contact Kathy O'Brien at 781-258-6341

### 16. PICK-UP

If you need to pick up your child earlier than usual, please notify the staff in advance.

### 17. REFUNDS

In the event a child becomes totally unable to participate in the Program due to extended illness, disability, or otherwise, upon written request, the Lynnfield Extended Day Program may agree to refund or abate tuition fees should such appear appropriate. Tuition fees will not be otherwise refunded or abated because of the child's absence, delayed attendance, early departure, or withdrawal from the Program.

### 18. TRANSPORTATION PERMISSION

In case a child accidentally goes home on the bus when s/he is to stay for Lynnfield Community Schools Extended Day, our first course of action is to contact the bus driver and have her/him bring the child back to school. Please remind your child that if s/he remembers that s/he should have stayed at school while s/he is still on the bus to tell the bus driver to bring her/him back to school. If the child has been

dropped off at home, we will contact the parent/guardian and work with them on the best solution given the individual situation.

#### 19. UNREGISTERED DROP-INS

Due to the COVID-19 state guidelines, there will be no drop-ins permitted for the school year 2020-2021. We need to know how many students are attending ahead of time in order to plan staffing and cohort needs. If you have a special circumstance, please contact the LCS Office at 781-334-5814.

#### 20. PHOTOS

The Lynnfield Extended Day Program may on occasion post pictures of students (no names) on the LCS Facebook Page. If you do not wish your child's picture to be included, please submit a letter to the Community Schools office with the request and signed by parent or guardian.

#### 21. UPDATED INFORMATION

The Lynnfield Extended Day Program must be promptly notified in writing of any new significant physical conditions, personal problems, or changes in the information contained in this application that arise during the term of the child's enrollment in the Program. Contact the Lynnfield Community Schools office at 781-334-5814 to share the updated information and we will relay it to the appropriate contact person at the school.

#### 22. ACCIDENT, DAMAGE, LOSS

The Lynnfield Public Schools, the Lynnfield Community Schools, and anyone associated with the Lynnfield Extended Day 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 Extended Day Program will be held responsible for property damage or loss to the Lynnfield Public Schools.

#### 23. RELEASE STATEMENT

I agree to forever release the Town of Lynnfield, Lynnfield Public Schools, 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.