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Lynnfield Community Schools' Family Handbook: Extended Day & Artworks Enrichment Programming 2022-2023

The Lynnfield Extended Day and Artworks Enrichment Programming provide activities for children before and/or after the formal school day when the Lynnfield Public Schools are in session. These programs are available to all students currently enrolled in the Lynnfield school district.

The Lynnfield Extended Day and Artworks Enrichment Programming are under the auspices of the Lynnfield Community Schools, which is run by Director Sarah Perkins.

Lynnfield Community Schools

275 Essex Street, Lynnfield, MA 01940

Phone: 781-334-5814 | General Email: lcs@lynnfield.k12.ma.us

Website: bit.ly/lynnfieldcommunityschools

Lynnfield Community Schools Director: Sarah Perkins

General Information:

Hours of Operation for the 2022-2023 School Year:

- **Huckleberry Hill School**
 - BEDS (Before Extended Day): 6:50 AM - 8:20 AM
 - LEDS (Late Extended Day): 2:30 PM - 6:00 PM
 - REDS (Early Release Extended Day): 11:30-2:30pm
 - Special Days:
 - Wednesday, Nov. 23, 2022: No Extended Day Programs
 - Thursday, Dec. 23, 2022: No Extended Day Programs
- **Summer Street School**
 - BEDS (Before Extended Day): 6:50 AM - 8:50 AM
 - LEDS (Late Extended Day): 3:00 PM - 6:00 PM
 - REDS (Early Release Extended Day): 12:00-3:00pm
 - Special Days:
 - Wednesday, Nov. 23, 2022: No Extended Day Programs
 - Thursday, Dec. 23, 2022: No Extended Day Programs
- **Lynnfield Middle School**
 - MSC (Middle School Club): 2:00PM to 5:00PM
 - REDS (Early Release Extended Day): 11:00-2:00pm
 - Special Days:
 - Wednesday, Nov. 23, 2022: No Extended Day Programs
 - Thursday, Dec. 23, 2022: No Extended Day Programs
- **Early Release Program**
 - Registration preference is given to families who will register for all of the dates.
 - The following dates are included in the REDS program:
 - Friday, September 2, 2022
 - Wednesday, October 12, 2022
 - Wednesday, November 2, 2022
 - Tuesday, November 8, 2022
 - Thursday, November 17, 2022
 - Wednesday, December 7, 2022
 - Wednesday, January 4, 2023
 - Wednesday, February 1, 2023
 - Friday, February 17, 2023
 - Wednesday, March 1, 2023
 - Wednesday, April 5, 2023
 - Friday, April 14, 2023
 - Wednesday, May 3, 2023

Extended Day Programs 2022-2023 Pricing:

Pricing is \$7/hour for Extended Day Programs. All pricing reflects this hourly rate:

- [Huckleberry Hill School Fee Schedule](#)
- [Lynnfield Middle School Fee Schedule](#)
- [Summer Street School Fee Schedule](#)
- REDS = \$21/day

Artworks Enrichment Programs 2022-2023 Pricing:

Pricing varies by vendor/program leader and may change throughout the year depending on the number of weeks offered. LCS reserves the right to increase or decrease program session costs throughout the year, based on vendor price changes.

Additional Information:

- During REDS, students will be able to eat lunch (either brought from home or school provided)
- The Program does not operate on snow days or school holidays.
- When there is a morning delay due to inclement weather, there is no BEDS that morning.
- If there are extenuating circumstances and an artworks program needs to be cancelled, LCS will work with the vendor to provide a make-up date (when possible) for families.

Registration Information:

- Our Registration program is called [RecDesk](#)
 - Families will need to create a household account under a parent/guardian name and add children as household members
 - Families will be self-registering for all programs
 - EDS programs will be listed for each day of the week, with the following pick-up times offered:
 - Elementary Schools:
 - Huckleberry Hill School: 3:30pm, 4:30pm, 5:30pm or 6:00pm
 - Summer Street School: 4:00pm, 5:00pm or 6:00pm
 - Middle School: 3:00pm, 4:00pm, or 5:00pm
 - If it is past the registration deadline, contact the LCS office and we will help you.

Extended Day Program Contact Information:

- 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 Jennifer Alden at 781-799-0228

Policies and Procedures:

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.

CHILD RELEASE

Children will arrive at and leave the program according to the child's registration.

- Children will be allowed to leave the program with persons other than parents/guardians ONLY if permission is given to the Director in writing (email) by parent/guardian. The parent/guardian will provide the first/last name, as well as relationship to the child, of the individual designated as whom the child will be released. ***Designated individuals should bring a photo ID to show the Site Coordinator.***
- Students are not permitted to attend the after-school program if they are dismissed from school and do not return to school before the end of the school day.
- Students must be present at the beginning of the program and cannot be dropped off after the program has already begun.
- Once a student has been signed out of a program, they are not allowed to return on the same day.

CLOSING TIME

The Program absolutely and unconditionally closes at 6:00PM. Parents must make alternate or emergency arrangements in the event of a problem.

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. ***You will be charged for late pick-up.***

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

EARLY RELEASE PROGRAM (REDS)

If your child is staying for REDS (Release Extended Day), you MUST register them on RecDesk, as it is considered a separate program from MSC and LEDS.

- At the regular end of school, MSC/LEDS will run as normal. Depending on the school's regular dismissal time, MSC/LEDS will begin at 2:00pm (LMS), 2:30pm (HHS), or 3:00pm (SSS).

- REDS is also considered a separate program from MSC/LEDs. You do not need to be registered for MSC or BEDs/LEDs to participate in the REDs program.
- The LCS staff cannot guarantee that any drop-in slots will be available. Contact the LCS office for assistance.

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 District employees, including teachers, to discuss matters concerning children enrolled in the Program.

Lynnfield Community Schools and its staff will work to accommodate students with specific academic, developmental, and social/emotional needs as outlined by their Individualized Education Program. If parents have specific questions or concerns about how LCS is able to accommodate their child's Special Education needs, they should contact Director Sarah Perkins. Parents are encouraged to share strategies to most effectively support their child with EDS staff.

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. LEDs (Late Extended Day) and MSC (Middle School Club) will operate as usual. If there is an early release due to inclement weather, children will be dismissed at the time designated by the Superintendent. There will be no after school programs (extended day or artworks). The programs do not operate on snow days.

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.

DROP-INS

The EDS programs accept drop-ins on a space-available basis. It is not a guarantee that your child may attend.

- In order to use the Drop-In Program, your child **MUST** be already registered in the LCS Extended Day Program.
- All Drop-in requests need to be received by 10am on the day of in order to be allowed. The LCS staff need time to alert the schools, EDS staff, etc. of the change. We cannot guarantee any exceptions to this time deadline on day-of.
- The extra fee will be billed monthly and added as an invoice to your account on RecDesk.

Please contact the LCS staff for all Drop-in requests by calling 781-334-5814 or emailing us at lcs@lynnfield.k12.ma.us.

FINANCIAL INFORMATION

- **Membership:** In order to register for any of the Extended Day programs, including the half-day program, families must join our Membership program.
 - Membership is required for each child that will participate in an Extended Day program, regardless of when they join.
 - The membership program runs July 1, 2022 - June 30, 2023.
 - Cost is \$25/year, per child, and is non-refundable.*
 - Once you have joined our membership, you will be able to register for any of the Extended Day programs, including REDS.
 - For families with multiple households/RecDesk accounts, please contact the LCS staff for assistance with membership.

- **Payment & Billing:**

Tuition payment is due on the first day of the EDS term or the artworks program. If payment is not received, your child will not be allowed to attend the program. ***No exceptions will be made.***

You will be charged according to the online registration you filled out. We reserve the right to adjust your invoice to reflect any additional hours beyond your original registration.

Due dates are shared well in advance for payment arrangements to be made.

- Payment Options:
 - RecDesk:
 - Visa/MasterCard/Discover
 - eCheck
 - Auto-pay options include either by credit card or bank account
 - Add a stored payment option to your account in order to use auto-pay
 - Auto-pay must be set up prior to the program start date
 - Contact Director Sarah Perkins for assistance
 - Any requests for invoices to be paid by a stored payment option must be written to the LCS staff (email will suffice).
 - Personal Check payable to Lynnfield Community Schools:
 - Drop-off or mail to Lynnfield Community Schools, 275 Essex St., Lynnfield, MA 01940 or place in the brown mailbox outside of the LCS office door by the LHS loading dock. There is a \$25 penalty fee for returned checks (per the Town of Lynnfield).
- Any outstanding invoices from a prior term, artworks program, or the SOFA program will result in a suspended account on RecDesk and no registrations will be allowed until payment is received.

HOMEWORK

Time is provided to do homework in the afternoon programs (MSC & LEDS) for students who attend for an extended period of time. The opportunity to work on homework will follow snack and recreational time. Homework completion is the responsibility of the child, not the Extended Day staff. The staff may be available to help on occasion, but the Extended Day Program is not intended to be a tutoring service.

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 provided. 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.

PHOTOS

The Lynnfield Extended Day Program may on occasion post pictures of students (no names) on the LCS Facebook Page and/or website. 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/dated by parent or guardian.

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.

SNACK

We do not provide snack. You must send in a snack if you want your child to have one. If your child has any food allergies, make sure that it is noted on the child's profile in RecDesk so that we may appropriately prepare staff. For any additional allergy concerns, please contact Director Sarah Perkins.

ACCIDENTAL BUS TRANSPORTATION PLAN

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. The parent/guardian will be contacted as well to let them know of the situation. LCS works with the main office staff of the school to ensure that the child is safe and returned 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.

UPDATED FAMILY/STUDENT 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 Director Sarah Perkins at the Lynnfield Community Schools office at 781-334-5814 to share the updated information and she will relay it to the appropriate contact person at the school.

WIRELESS COMMUNICATION DEVICES

Personal wireless communication devices, including cell phones, smart watches, handheld gaming devices, etc. must be turned off and kept out of sight during Extended Day programs and Artworks programs. 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. Items are confiscated and returned to the parent/guardian of the student at the end of the program. When students are using school-issued Chromebooks, it is expected that they are only visiting school approved websites linked through Clever. Youtube and gaming websites, as an example, are not approved for use during any Extended Day program.

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.

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 programs 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.