



Franklin Public Schools ~ Lifelong Learning Institute

### **Lifelong Music Academy**

218 Oak Street, Franklin, MA 02038

Telephone: 508-613-1481

Email: [MusicAcademy@franklinps.net](mailto:MusicAcademy@franklinps.net)

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## **After School Music Programs – Policies and Procedures Parents / Guardians of Participating Students**

### **1. Parents/guardians of elementary school students:**

- a. Drop-off: Parents/guardians need to enter the building, escort their child to the music classroom, and sign-in.
- b. During lesson: Parents/guardians may wait in the lobby or at the tables outside the auditorium until the lesson is over. Some parents/guardians may choose to wait in their cars, or leave and come back.
- c. Pick-up: Parents/guardians go to the classroom and sign-out their child from the lesson.
- d. If a person other than a parent/guardian is to pick up a child, the parent/guardian must call or email the Lifelong Music Academy in advance to notify them of the change. The person picking up may also bring a signed note from the parent/guardian giving them permission to pick up. Only individuals 18+ may pick up a child.

### **2. Parents/guardians of middle school students:**

- a. Drop off: Parents/guardians of middle school students may drop their child off from the car drop off lane or may accompany their child into the building.
- b. If a parent/guardian decides to drop off their middle school child they need to wait until their child has safely entered the building before leaving the drop-off area. If the parent/guardian is uncertain as to whether class is meeting, please park and escort your child into the building.
- c. During lesson: Parents/guardians may wait in the lobby or at the tables outside the auditorium until the lesson is over. Some parents/guardians wait in their cars, or leave and come back.
- d. Pick up: Parents/guardians may meet their child in the lobby or wait outside in the car pickup lane.

3. There is no nurse on duty after the end of the school day.

4. School offices are not fully staffed and some are closed after the traditional school day. It is important that should a parent/guardian decide to leave the school property during the lesson, he/she returns on time because there is no one to watch their child after class has ended.

5. If a student will be absent on the day of a lesson, please notify the Lifelong Music Academy as soon as possible. Phone: 508-613-1481. Email: [MusicAcademy@franklinps.net](mailto:MusicAcademy@franklinps.net).