

**Franklin Public Schools
Lifelong Learning Institute**

Solutions Extended Day/Enrichment Program



**Parent/Guardian Handbook
2016/2017**

Established 1999

Solutions
Parent/Guardian Handbook
2016-2017

A Dynamic, Enriching, and Innovative Approach to Extended School Day

Dear Parent/Guardian:

Solutions is committed to providing enriching educational and recreational opportunities for our kindergarten through seventh grade students. The program enables Franklin Public Schools to respond to the needs of our students, their families, and their schools. The *Solutions* program was created in an effort to continue to expand the cultural, educational, and athletic experiences of elementary school children. Frequently there are requests for additional study, research, and experiences beyond those possible during the traditional school day. In addition, many parents/guardians have expressed the need for a safe and enriching program before and after school to accommodate the needs of a working family.

Solutions responds to these needs in several ways. First, the program incorporates a safe location, affordable fees, and dynamic structure designed to meet the busy schedules of working families. The before school program begins at 7:00 AM and continues until the start of the traditional school day. The after school program begins at the close of the traditional school day and continues until 6:00 PM. *Solutions* is offered at all six of Franklin's elementary schools. The child and parent/guardian both know that the child will be at his/her school for the entire day and will not have to leave school and travel to a new venue for extended day care. *Solutions* provides students the opportunity to participate in a number of enrichment opportunities as well as homework club (optional) and some quiet time for reading at the day's end.

Solutions is structured to answer a variety of needs within a safe and stimulating environment. As always, if you have any questions or concerns, please do not hesitate to contact our office.

Patricia Gay
Assistant Director, Lifelong Learning Institute

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INTRODUCTION

We wish to make the experience your child has in *Solutions* as safe, enriching and dynamic as possible. We ask parents/guardians to assist us by following the rules and procedures that will help all of us achieve this overarching goal. This handbook should answer many of your questions. If you have additional questions or concerns, please call the *Solutions* Program Office or contact your school's Site Coordinator.

The policies and procedures in this handbook are not inclusive. There are many policies that are not located in our handbook, but are available in the Franklin School Committee Policy Manual. These complete policies can be obtained from the School Committee web site. [Franklin School Committee Policy Manual: http://franklinschool.vt-s.net/Pages/FranklinCom_Emanual/index](http://franklinschool.vt-s.net/Pages/FranklinCom_Emanual/index).

Solutions Program Office:

Jefferson Elementary School
628 Washington Street
Franklin, MA 02038

Assistant Director, Lifelong Learning, Patricia Gay 508-613-1770
Solutions Associate Director, Jennifer Maitland 508-613-1772
Solutions Assistant Director, Jessica Instasi 508-613-1771

Organization of *Solutions* within the Franklin Public Schools

- | | |
|---|---------------------------|
| • Franklin School Committee | Dr. Kevin O'Malley, Chair |
| • Superintendent of Schools | Dr. Maureen Sabolinski |
| • Executive Director of Lifelong Learning | Dr. Pandora Carlucci |
| • Assistant Director of Lifelong Learning | Patricia Gay |
| • Associate Director of <i>Solutions</i> | Jennifer Maitland |
| • Assistant Director of <i>Solutions</i> | Jessica Instasi |

Tax Information

Please save all tuition receipts for your personal tax purposes. *Solutions* does not issue end of the year tuition reports or tax statements. The *Solutions* tax ID number is # 04-6001152.

Statement of Non-Discrimination

Solutions does not discriminate in providing services to children and their families, and/or its employment practices, on the basis of race, religion, cultural heritage, sexual orientation, political beliefs, gender, age, or marital status

REGISTRATION

Registration in *Solutions* is open to all Franklin Public Schools students in grades K through 7. Enrollment in *Solutions* is available on a first-come, first-served basis. *Solutions* students must re-enroll each year. Registration for the upcoming school year (2017-2018) will be available in February 2017 for *Solutions* families. Registration will close on August 1, 2017, allowing ample time to hire needed staff.

Registration Procedure

1. Registration for the *Solutions* Extended Day/Enrichment Program is a 3-step process:

Step 1: Complete the Online Registration Form.

Step 2: The *Solutions* Program Office will contact you to schedule a Parent/Guardian - *Solutions* administrative staff meeting.

Step 3: *Solutions* Staff will finalize registration and tuition information.

2. The parent/guardian completes the registration online by going to the *Solutions* website. When entering the child's information, the parent/guardian will be asked to enter additional pick-up information. Note: It is important that individuals listed as local emergency contacts are available for pick-up in case of an emergency. At least **one** local contact is required that is in Franklin or within 15 minutes of your child's school.
3. To guarantee your child's participation in the *Solutions* program, you need to enroll your child for the specific days per week that care is needed. *Solutions* does not offer drop-in services.
4. *Solutions* staff contacts the parent/guardian and determines a start date for the student, requests payment of the necessary deposit and registration fees and, if applicable, sets up an intake meeting.
5. Registration is finalized, student is enrolled in the program, and the parent/guardian is issued a *Solutions* Parent/Guardian Handbook.
6. Emergency Medical Plans and required medications must be supplied by the parent/guardian prior to the start date.
7. Parent/guardian is informed that a written note is to be sent to the child's homeroom teacher. The note should contain the date the child is to begin at *Solutions* as well as the child's weekly schedule at *Solutions*.
8. The child may begin *Solutions* ten business days after all forms have been completed to the satisfaction of the *Solutions* Program Office, and tuition and fees are in order.

TUITION

Solutions is a self-sustaining program; it is funded solely by the tuitions of its participants. *Solutions* hires staff members and provides snack, materials, and supplies based on the enrollment. No refunds will be made for days missed due to illness, vacation, medical appointments, snow days, school closure, *Solutions* early closure, etc. Should there be a catastrophic event in which you feel a refund or credit is warranted, please call the *Solutions* Program Office. Please note if a refund is granted there will be a \$10.00 processing fee.

Tuition Payments

Tuition is paid monthly, over the ten (10) month period from August through May, and has been divided into ten equal payments, predicated on your child's schedule. Payments are not proportionate to the number of days attended per month. Tuition is prepaid monthly as indicated in the payment schedule listed below. Tuition is non-refundable and non-transferable.

Tuition Month	Date Due	Tuition Month	Date Due
Payment 1: September	August 16, 2016	Payment 6: February	January 17, 2017
Payment 2: October	September 20, 2016	Payment 7: March	February 14, 2017
Payment 3: November	October 18, 2016	Payment 8: April	March 21, 2017
Payment 4: December	November 15, 2016	Payment 9: May	April 25, 2017
Payment 5: January	December 13, 2016	Payment 10: June	May 23, 2017

Tuition payments may be made using Visa, MasterCard, or Discover credit cards, check or money order. If paying by credit card, simply call the *Solutions* office and authorize payment over the phone. You may also sign up for automatic monthly credit card payments. Tuition payments in the form of check or money order may be mailed to the *Solutions* Program Office, or placed in the locked black mailboxes located at each *Solutions* site. Checks and money orders are made payable to the **Town of Franklin**. *Solutions* does not accept cash. Please pay the exact amount due. Credits or refunds will not be granted. Receipts will be printed upon request.

If more than two checks are returned, future payments must be made with either money order or credit/debit card.

Note:

If you find that you will be late with a tuition payment, please contact the *Solutions* Program Office as soon as possible. It is the Program's policy that when tuition and/or any fees owed are not received by the first of the month, the child may not attend *Solutions* until full payment is made. *Solutions* staff members want to help you to avoid this situation.

Fee Structure*
2016/2017

Registration Fee for New Students:	\$40.00 per child
Registration Fee for Returning Students:	\$15.00 per family
Tuition Deposit:	\$100.00 per child \$200.00 per family The entire fee will be credited toward tuition payment 10, the June payment. <u>If you withdraw prior to the end of school you forfeit the deposit.</u>
Before School Program:	\$8.00 per child, per morning
After School Program:	\$21.00 per child, per afternoon
Early Release Program:	\$29.00 per child, per afternoon
Full Day Program:	\$48.00 per child, per day
Sibling Discount:	10% discount for each sibling for <i>Solutions</i> Extended Day Program <u>on regular school days</u>
Schedule Change Fee:	\$25.00 per schedule change, after the first change

*All Payments are non-refundable and non-transferable

Registration Fees / Deposit

As noted above, there is a \$40.00 non-refundable registration fee for each new student and a \$15.00 non-refundable registration fee for each returning family. It is the responsibility of the parent/guardian to annually re-register each child. A \$100.00 non-refundable tuition deposit per child/ \$200.00 per family is required with each enrollment form. The entire deposit will be credited toward tuition payment 10: the June payment. **If you withdraw from the program prior the end of the school year, you forfeit the deposit.**

Late Fees for Daily Pick-Up

The *Solutions* program closes at 6:00 PM. Please note, we have a very firm late fee and policy. Please arrive no later than 5:55PM to pick-up your child from the Solutions Program to allow ample time to sign your child out and speak with the staff if necessary. Parents/guardians are to pick-up their child before 6:00 PM, so that participants are leaving the program prior to closure. Failure to do so will result in a late pick-up fee. The late fee must be paid within five business days. Your child will not be eligible to attend the program if any fees are not paid by the 1st of the upcoming month. Late fees also apply to *Solutions* early closure days.

Late Fee Structure 2016/2017

First Offense: After 6:00PM	\$5 for each minute <i>per child</i>
Second and Third/Final Offense: After 6:00PM	\$10 for each minute <i>per child</i>

We would rather have you pick-up your child on time than take your money! Please pay particular attention to weather conditions so that you can leave work in plenty of time to pick-up your child/children before 6:00 PM. In slow and poor conditions, you need to leave work early to make it on time, as the late fee will not be waived in this case. A warning will be issued at the second late pick-up. **Following the warning, the next violation of the pick-up policy will be cause for removal from the *Solutions* Program.**

First Offense	Late fee is charged.
Second Offense	Late fee is charged, and warning is issued.
Third Offense	Late fee is charged, and student is separated from the program.

Please note: Separation from the ***Solutions Summer Adventure*** will take effect after the second late pick-up violation. All tuition paid is non-refundable.

Change of Schedule

Only one change of schedule will be permitted after the registration deadline. Any further schedule changes will incur a \$25 change of schedule fee. All requests for change must be in writing and cannot be guaranteed.

Add-In Policy

Add-ins are allowed provided there is availability on the requested day. Add-in requests will be granted from one week to forty-eight hours before the day. For example, if a parent/guardian calls on January 10th asking for February 10th they will be asked to call back one week prior to the date. This policy will allow for changes in attendance and staffing that may occur over time. The tuition payment information for an additional morning or afternoon is in the chart on page 6. **Due to the high demand for half-day programs, there is no adding-in on these days.**

Additional *Solutions* Program Days

Registration for full day programs is available online. The tuition payment for full day programs constitutes a separate payment. (See chart on page 9 for Full Day dates.) Tuition for these additional services must be paid in advance. Each Site Coordinator will post the registration days for these additional services (see Full Day Program, Registration and Payment Schedule.) Enrollment is on a first-come,

first-served basis and we need a minimum of 36 students to register for each day in order to offer the program. There is no drop-in registration for these additional services.

2016/2017 Full Day Program

We will offer coverage on select professional development days and early release days as listed on the *Solutions* Calendar on page 19. The program will be open from 7:00 AM to 6:00 PM on these additional days.

***Solutions Full Day Program
Registration and Payment Schedule 2016/2017***

<i>Registration & Payment Due</i>		
November 8	PDD	October 21

Advance online registration is *required* for full day programs. There is no walk-in registration for these additional services. Enrollment is on a first-come, first-served basis. We staff and prepare materials, supplies, snack, etc. based on the number of enrolled students. We need a minimum of 36 students to register in order to run a quality program. If a full day program is cancelled due to low enrollment, you will be notified in advance to secure care elsewhere. A refund or credit will be issued in this circumstance. The full day program is held at one program location.

The tuition for the full day programs constitutes a separate payment. Tuition for these additional services must be paid in advance.

Note: See page 7 for tuition information.

Withdrawals

Parents/guardians who must withdraw a child from *Solutions* must give **one month's notice, in writing**, to the *Solutions* Program Office or Site Coordinator. Parents/guardians who fail to give notice will still be liable for that month's tuition. Notification also includes changes, deletions, and additions to your child's schedule. If you wish to reduce the number of days that your child attends *Solutions* you must give **one month's notice, in writing**. This allows the *Solutions* Program Directors ample time to make staffing changes and to make space available to children on the waiting list.

COMMUNICATION

Absent From School

Please call your child's school, **as well as the *Solutions* Program Office** when your child will be absent.

Absent From *Solutions*

If your child attends school, but will not be attending *Solutions* on their regularly scheduled day, you need to notify *Solutions* in writing ahead of time.

Parents/Guardians must write two notes reflecting these changes; one note must be addressed to your child's homeroom teacher, the second note must be addressed to *Solutions*.

No child will be allowed to re-enter the program once they have been dismissed from school or *Solutions*.

General Concerns

Communication between *Solutions* staff and parents/guardians is very important. If your child is having a problem at *Solutions*, please let us know as soon as possible. Conversely, if we notice your child is having difficulties at *Solutions*, we will bring this to your attention. Working together, we can continue to give your child the best possible care and understanding. If you have a concern or complaint regarding the program, please call the Program Office or submit your concern in writing.

If parents/guardians would like to sit down with the staff to discuss any problems, we will be glad to accommodate them. There is time when you drop off your child in the morning or pick-up your child in the afternoon to chat briefly with the staff. However, an appropriate time for in-depth conversation needs to be scheduled with the Program Office.

All information concerning a child in the *Solutions* Program is of a confidential nature and will be treated as such. However, the Program Directors and/ or Site Coordinators may confer with other school department employees, including teachers, principals, etc. to discuss matters concerning children enrolled in *Solutions*.

ARRIVAL AND DISMISSAL

Arrival

- Children must be escorted into the program area upon arrival to the school. The parent/guardian must come into the *Solutions* area and sign-in his/her child. Children should not be left unattended.
- Transportation to and from *Solutions* is the responsibility of the parent/guardian.

Dismissal

- The *Solutions* program is scheduled to close promptly at 6:00 PM each day. **Parents/guardians are to pick-up their child before 6:00 PM so that participants are leaving the program prior to closure.** (See the fee section on page 8 for penalty fees associated with late pick-up.)
- End of the Day Pick-Up Procedure: The *Solutions* staff will begin calling at 5:45PM to ensure that a parent/guardian is in route to the school. If a late pick-up is anticipated, your local contact will be called for pick-up.
- If you know you are going to be late, call the site to let them know. The staff

will then call your local contact for pick-up.

- Parents/guardians, or authorized persons, enter the *Solutions* area, sign-out their child, and escort them out of the building at the end of the day. This safety measure also provides an opportunity for parents/guardians to receive program information and observe the program.
- Pick-up should be done in a timely manner. Once you have picked up your child from *Solutions*, you need to leave the school grounds.
- Once your child has been signed out they are unable to return at a later time to rejoin the program.
- Children will only be dismissed to parents/guardians or authorized individuals whose names are listed on the emergency contact form. Authorized pick-up persons must be 18 years or older.
- All authorized pick-up people should be prepared to produce photo identification.
- Parents/Guardians should be accessing the *Solutions* area only. Parents/Guardians and/or students are not to be in other areas of the school at the end of the day. Any missing school work or personal items need to be addressed with the school office the following day.

GENERAL PROGRAM INFORMATION

Snacks/Lunch

Solutions provides an afternoon snack on all school days. Snacks are chosen from the A-list of nutritionally acceptable products based on the Standards set by Action for Healthy Kids, MA. The snack consists of water and something along the lines of pretzels, graham crackers, and popcorn, etc. With 350+ children in the program, we purchase 1750+ snacks per week, allowing one snack serving per child. If your child needs multiple snacks, please feel free to pack an extra snack for their enjoyment.

On Full Day/Summer Programs and Early Release days, it is the responsibility of the parent/guardian to supply lunch for his/her child (see Full Day Program Schedule on page 8). *Solutions* provides the morning and afternoon snack. Sometimes there may be a special theme for the day, which incorporates lunch. When this happens, and *Solutions* provides lunch, it will be noted on the registration form. In all other instances, please pack a ready to eat lunch for your child.

Proper Attire

Weather permitting, the children spend some time every afternoon outdoors playing games or playing on the recreational equipment. Children should dress appropriately for play on slides, poles, and other athletic equipment. Hats may be worn to school but will be removed upon entering the building. Please have your child

bring a change of clothes to have available in the event of a need for a change of clothes. Please label all your child's belongings with their full name. We are not responsible for damaged or lost clothing.

Personal Belongings from Home

Solutions provides equipment for children to play with during indoor and outdoor times. Because of this, and to ensure that items are not damaged or lost, novelty items, toys, and electronic devices should not be brought from home. Toy weapons of any kind are not permitted in school.

Movie Policy

Recreational movies can be shown once per month. Approved educational movies are added into the curriculum as needed. Only movies rated G or PG may be shown. The *Solutions* Program Office approves all movies. Movies are posted one week prior to viewing. If you have any concerns about the movie that is being shown, please voice your concern to a staff member and another movie will be posted.

Field Trips

1. Permission slips must be signed for each trip.
2. Emergency information forms and first aid kit accompany all field trips.
3. Franklin Public Schools buses will be used.
4. A list of names of each child on the field trip will be kept at the *Solutions* site.
5. If a child is seriously injured a *Solutions* staff person will call EMT and the parent/guardian directly and follow the injury plan on page 16.
6. All field trips have a ratio of one staff member to five children.
7. On all field trips, multiple staff members are present so that one can leave the group to make necessary phone calls.
8. Students must wear their *Solutions* Summer Adventure t-shirts on all trips during *Solutions* Summer Adventure.

Sun Block Policy

Children are allowed to bring sun block to *Solutions*. We ask that parents/guardians apply sun block before bringing the child to the program. Later in the day if the child needs to reapply sun block, the child will have to do it him or herself. We will assist the child as much as possible, but due to the Franklin Public Schools "No Touch Policy" we cannot physically apply the sun block.

Emergency Contact Phone Numbers

All public numbers are posted conspicuously in each room usually next to the telephone. Each staff member has an individual copy of these numbers and emergency procedures.

Emergency information is distributed every August at the Staff Orientation Meeting. In addition, all emergency information is posted in each room. (Personal emergency information pertaining to each child is maintained by the Site Coordinator and is separate and apart from public emergency information.)

FOB Policy

Franklin Public Schools uses a keyless entry system at all elementary schools. This key FOB system is wonderful in insuring the safety and well-being of the students. FOBs are programmed for individual persons, with a limit of two (2) per family. Please be sure that the people picking-up your child have FOBs. If you need an additional FOB, please call the *Solutions* Program Office. There will be a fee of **\$10.00** for each new FOB that is issued. If a different person is picking-up your child who is not issued a FOB, it is your responsibility to let them have access to your FOB for the pick-up or drop-off of your child/ren. The FOBs are programmed to work from 7:00 AM-8:15 AM and from 3:00 PM to 6:00 PM. Should you lose your FOB, you must notify the *Solutions* Program Office immediately. Your lost FOB will then be deactivated and a new FOB will be issued to you. FOBs must be returned to the *Solutions* Program Office at the end of the year, or when you withdraw from the program. Parents /Guardians will be charged **\$25.00** for each FOB that is not returned or lost. This fee must be paid prior to receiving a new FOB.

When entering or exiting any school, please do not allow other individuals to access the building. Also be sure the door closes securely behind you.

FOBs issued by *Solutions* are to be used only for *Solutions* drop off and pick-up. Please know that it is a safety concern when parents/guardians access the building without our prior knowledge. Any forgotten items need to be addressed the following school day through the school office.

***Solutions* Program Rules**

Solutions program rules are posted at each of the *Solutions* sites. These program rules establish guidelines which support the safety and well-being of its participants. *Solutions* participants must also adhere to the policies and procedures as detailed in the district's Student and Family Handbooks.

Written Reports

Accident Reports: Accident reports are filled out when a child is injured while at *Solutions* and first aid has been administered. If the injury is severe or the child is difficult to console, then a parent will be contacted prior to pick-up.

Incident Reports: Incident Reports are written when a behavioral or atypical event occurs at *Solutions*.

“Double D” Incident Reports: “Double D” reports are written when a child commits a “Dangerous or Destructive” behavior while at *Solutions*. Once the report

is written, a parent will be called. If a second report is filed, a meeting with a parent/guardian, Site Coordinator, and *Solutions* Director may be required. Depending on the severity of the “Double D” behavior, immediate pick-up may be required. Repeat “Double D” incidences could result in suspension or separation from the *Solutions* Program.

Removal from the *Solutions* Program

Students who do not behave appropriately will be asked to leave the *Solutions* program.

A child may be asked to withdraw from the program under the following circumstances:

1. The Assistant Director of Lifelong Learning concludes *Solutions* is not right for the needs of the child.
2. The child poses a danger to him or herself, other children, and/or the staff.
3. A child consistently fails to follow the guidelines of respect and safety within the program (language and/or physical behavior).
4. A parent/guardian is chronically late in picking-up a child and has made no attempt to correct the problem.
5. Tuition is not paid in full.
6. Parent/guardian exhibits behavior that is inappropriate.

WEATHER/SPECIAL CIRCUMSTANCES

School Closings – Snow/ Severe Weather Conditions

The Superintendent only cancels school in extreme weather conditions. The schools are closed for safety reasons. We do not offer *Solutions* when school is cancelled due to snow or other severe weather conditions.

Inclement Weather Policy

In the case of a severe storm and hazardous road conditions, please allow time for a safe commute and earlier pick-up at the site.

There are rare instances that the Franklin Public Schools may close early. In that event, *Solutions* will open early and stay open for two hours after the students have been dismissed. For example, if the emergency early dismissal time is 11:30AM, *Solutions* will remain open until 1:30 PM. A *Solutions* staff member will attempt to contact you via e-mail or phone advising you of this situation.

In the instance of an **extreme weather situation that does not require Franklin Public Schools to have an emergency early dismissal**, we may advise you that *Solutions* is closing at 4:00 PM and to come pick-up your child.

You may wish to have an authorized adult, someone on your emergency form, take your child home. Please make arrangements for this ahead of time, as we will only release your child to an authorized adult. Please be certain you list people, on the emergency forms, who can help you. Again, make certain you or a designated adult can address this situation.

Delayed Opening

Occasionally, the Franklin Public Schools has a delayed opening. This will be announced on local TV stations such as WBZ (4), WCVB (5), and through an electronic communication system. Parents and school district staff will receive messages via phones or email about the status of school opening/closing during inclement weather situations or other relevant school issues. The Before School Program will be delayed the same amount of time as the school opening is delayed. If school opens one hour late, *Solutions* will open one hour late.

School Evacuation/ *Solutions* Attendance Reminder

In the rare instance that your child's school experiences an evacuation and you pick-up your child, please notify the *Solutions* site or the *Solutions* Program Office before leaving school grounds.

MEDICAL ISSUES

Health Care Policy

Solutions directs its health care policy towards the health, safety, and well-being of all its participants. We require that all health care guidelines are followed. Failure to do so could jeopardize placement in the *Solutions* program. Please refer to the the district's Student and Family Handbooks for regulations pertaining to health care. *Solutions* follows the district's policies and procedures that are in place.

In addition, we want to stress the importance of keeping your child home if he/she is sick. If your child is not able to participate in all aspects of the *Solutions* program due to illness or injury, the child should not attend the program. The extended day program is not designed to handle sick children. If your child is ill we ask that he/she does not attend the *Solutions* program during his/her illness. Please make some preparations ahead of time to assist your child when he/she is sick. If your child is absent from school, he/she is not allowed to attend the *Solutions* program.

It is the responsibility of the parent/guardian of each student to inform the *Solutions* staff if your child has a contagious illness. If your child has had a contagious illness, he/she may return to the program after being on prescribed medication for 24 hours and a doctor's note is required.

If a staff member suspects an illness, we will contact a parent/guardian and request

that you pick-up your child. The sick child must be picked-up within one hour of parent/guardian notification. Parents/Guardians will be notified to pick-up the child if one or more of the following symptoms occur: skin rash, fever of 100 degrees or higher, pinworms, persistent cough, upset stomach, diarrhea, and/or conjunctivitis.

Please pack an extra pair of clothes with your child daily in the event of an emergency or accident.

Medication

The *Solutions* staff is not able to dispense medication of any kind. The parent/guardian or the school nurse must give medication.

Allergies

Each year parents/guardians are asked to list their child's allergies. The Site Coordinator maintains a log of all allergies and reactions of individual children. He/she will keep staff informed. Any Emergency Medical Plans and required medications must be supplied by the parent/guardian prior to the start date.

Special Medical Conditions

If a child has an ongoing medical condition that requires special attention, the parent/guardian is requested to meet with the *Solutions* Program Directors to formulate a plan that addresses these needs (i.e. asthma, diabetes, ADD, ADHD, etc). Parent/Guardian must provide *Solutions* with a copy of the Emergency Health Care Plan prior to your child's first day at *Solutions*. Such a plan can be obtained from your pediatrician, or the school nurse at your child's school.

Medical Supplies (EpiPens® and inhalers)

Students who need emergency medical supplies, such as EpiPens® and inhalers, are required to have an extra EpiPen® and/or inhaler in the first aid kit at their *Solutions* location along with the Emergency Medical Action Plan. EpiPens® and inhalers stored with the school nurse are only available during school hours and not during the extended *Solutions* hours. On select professional development days and summer, *Solutions* offers a full day program at one central location. It is the responsibility of the parent/guardian to make certain these medical supplies, including the Emergency Medical Action Plan, travel to that location if that is not the home school/*Solutions* site for their child. *Solutions* staff will not transport personal medical supplies from individual schools to another site.

Injury Plan

Parents/guardians will be informed, in writing, if first aid is administered to their child. Accident Reports are kept in a binder located in the *Solutions* cabinet. First aid kits are marked conspicuously and are easily available for use. A *Solutions*

Staff member checks the first aid kit periodically to maintain adequate supplies, such as band-aids, compresses, etc.

If injury requires more than first aid:

1. EMTs will be called.
2. The parent/guardian will be called.
3. If an injury requires hospital attention, EMTs will transport the child. A staff member will travel with the child.
4. Another staff member will follow the child to the hospital.
5. If parent/guardian cannot be reached, *Solutions* staff will continue to call all persons on the child's emergency form including the child's pediatrician, while authorized persons administer first aid to the child.

LEGAL RESPONSIBILITIES

Child Abuse and Neglect

The State of Massachusetts requires that all members of childcare institutions be on the lookout for, and report to the State, any and all cases of abuse to a child. *Solutions* is, therefore, obligated to report to the State any suspected cases of child abuse and/or neglect.

Each staff member at *Solutions* is a "mandated reporter." If a staff member suspects child abuse or neglect, he/she is obligated to report this to the Department of Children and Families (DCF) and to the Assistant Director of Lifelong Learning. The Assistant Director of Lifelong Learning will speak to the child's parent/guardian about this procedure, but is not obligated to do so. At *Solutions*, the Assistant Director of Lifelong Learning is usually the person who reports any incidences of neglect or abuse to DCF.

If a parent/guardian appears intoxicated at pick-up time, a staff member legally has to allow the child to leave with the parent/guardian. However, every effort will be made to speak to the parent/guardian to discourage him/her from driving. If the parent/guardian and child do leave together, a staff member will make every effort to alert another adult listed on the emergency contact form. If a staff member feels the child is in danger, the police will also be called.

Legal Documentation

Parents/guardians are responsible for providing *Solutions* with copies of all legal documents which pertain to the safety and well-being of the child (i.e. restraining orders, guardianship papers, custody/visitation agreements, etc.).

Disclaimer

Franklin Public Schools is not responsible for any damages suffered at *Solutions*. This includes, but is not limited to clothing, toys from home, and/or electronic devices of any kind.

Bullying Prevention Plan

In accordance with the Massachusetts General Laws Chapter 92 of the Acts of 2010, Franklin Public Schools will not tolerate or accept bullying, cyber-bullying and/or bullying behaviors in any form. We will respond to any reported incidences of bullying in a timely manner, investigate, and take action as needed in keeping with Franklin Public Schools' discipline code and procedures. *Solutions* Extended Day/Enrichment Program follows the Bullying Prevention Plan as detailed in the district's Student and Family Handbooks.

***SOLUTIONS* SUMMER ADVENTURE**

Solutions Summer Adventure is a daylong program for students entering kindergarten through seventh grade. Each week during the summer program children participate in a variety of activities including arts & crafts, math and number games, sports and fitness, reading, science, music & theater, and more! There is a field trip or special event each week. All activities take place within an overarching theme.

Children may sign up for three days, four days, a week, a few weeks, or the entire summer. Registration information will be available online in February.

Closing Remarks

The *Solutions* staff will work diligently to make your child's experience a positive one. We want parents/guardians to communicate with us often, to ask questions and to be involved with the Program as much as your time permits. Our ultimate goal for all the children enrolled is to create an atmosphere which allows them to be safe, happy, and excited to be in our programs.

Solutions 2016/2017 Calendar

(Dates provided are from the Franklin Public School Calendar adopted on 6/22/16)

August 30	Tuesday	<i>Solutions Program Opens for 1st –7th grade students</i>
August 31	Wednesday	<i>Solutions Opens for Kindergarten students</i>
September 2	Friday	PDD- Solutions Closed***
September 5	Monday	Labor Day – Solutions Closed***
September 30	Friday	Early Dismissal, <i>Solutions open to Friday students in grades K-5**</i>
October 3	Monday	Rosh Hashanah- Solutions Closed***
October 10	Monday	Columbus Day – Solutions Closed***
October 12	Wednesday	Yom Kippur- Solutions Closed***
October 27	Thursday	Middle School Early Dismissal, <i>Solutions open to Thursday Students in grades K-5</i>
October 28	Friday	Middle School Early Dismissal, <i>Solutions open to Friday Students in grades K-5</i>
November 8	Tuesday	PDD - Solutions Full Day Program*
November 11	Friday	Veteran's Day – Solutions Closed***
November 23	Wednesday	Thanksgiving Recess - Solutions Closed***
November 24	Thursday	Thanksgiving Recess - Solutions Closed***
November 25	Friday	Thanksgiving Recess - Solutions Closed***
December 1	Thursday	Elementary Early Dismissal, <i>Solutions open to Thursday students in grades K-7**</i>
December 2	Friday	Elementary Early Dismissal, <i>Solutions open to Friday students in grades K-7**</i>
December 23	Friday	Early Dismissal, Solutions Before School Program Open, Solutions After School Program Closed***
December 26- January 2	Monday- Monday	December Recess – Solutions Closed***
January 16	Monday	Martin Luther King Day - Solutions Closed***
January 27	Friday	Early Dismissal, <i>Solutions open to Friday students in grades K-5**</i>
February 3	Friday	Early Dismissal, <i>Solutions open to Friday students in grades K-5**</i>
February 20-24	Monday-Friday	Winter Recess- Solutions Closed***
March 3	Friday	Early Dismissal, <i>Solutions open to Friday students in grades K-5**</i>
April 14	Friday	Good Friday - Solutions Closed***
April 17-21	Monday-Friday	Spring Recess- Solutions Closed***
April 28	Friday	Early Dismissal, <i>Solutions open to Friday students in grades K-5**</i>
May 12	Friday	Early Dismissal, <i>Solutions open to Friday students in grades K-5**</i>
May 30	Monday	Memorial Day – Solutions Closed***

**Pending significant student enrollment*

****Please note that there is no Solutions for students in the 6th or 7th grade on these days**

***** Solutions Closed**

Solutions ends on the last full day of school

