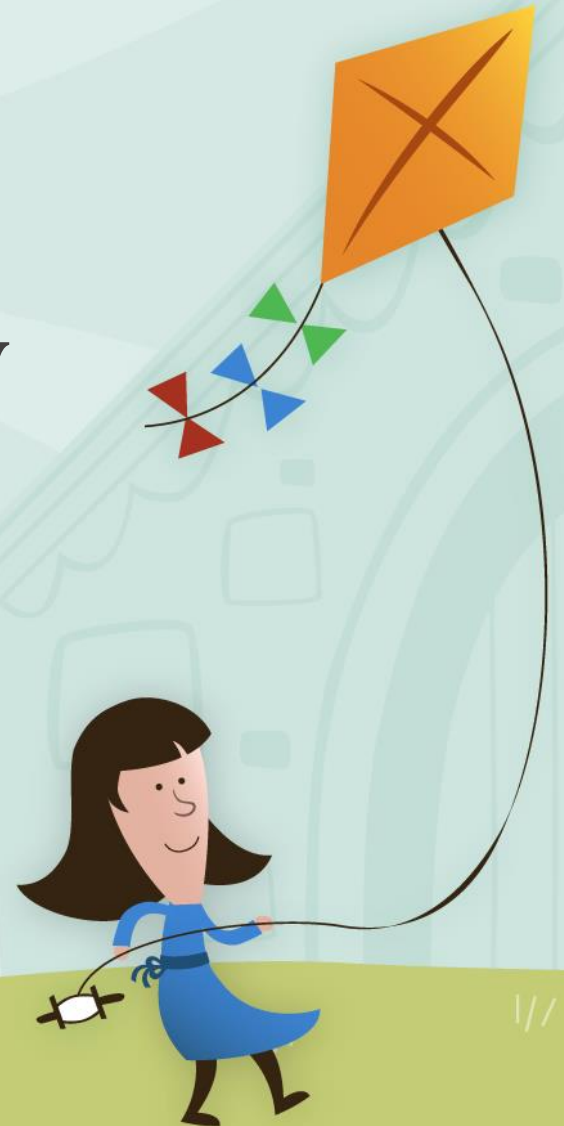


Franklin Public Schools
Lifelong Learning Institute

Solutions Extended Day



Welcome

- Before School Program, 7:00 – 8:20 AM
- After School Program, 2:30 – 6:00 PM
- We are located at all 6 Elementary Schools.
- Our main office is located at the Jefferson Elementary School.
- Please visit our website for information and updates www.franklinlifelonglearning.com



Dropping off & Picking up your child

- The program opens at 7:00 AM.
 - Please do not arrive before 7:00 AM.
 - Children must be escorted into the building and signed in by an adult.
- The program closes at 6:00 PM.
 - Children must be picked up by an authorized person listed on your registration forms before 6:00 PM.
 - Please be prepared to show identification.
 - At 5:45 PM a staff member will call you to make sure someone is on the way to pick-up your child.



Solutions Late Pick-Up Policy

- First Violation: After 6:00PM \$5 for each minute
- Second and Third/Final Violation: After 6:00PM \$10 for each minute
- First Violation: Late fee is charged.
- Second Violation: Late fee is charged, warning is issued.
- Third/Final Violation: Late fee is charged, student is separated from the program.



KEY FOBS

- Distributed at the beginning of each school year and collected at the end.
- To use the key fob, simply wave the device at the little back box beside the entrance.
- When entering or exiting, please do not allow other individuals to access the building. Also be sure the doors close securely behind you.
- There is a limit of two fobs per family. Should you need any additional fobs, there will be a fee of **\$10.00** for each new fob that is issued to a new person.
- 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.
- If you lose your fob, you must notify the Solutions office immediately. Your fob will then be deactivated and a new one will be issued. There is a **\$25.00 fee** for any lost or unreturned fobs. This fee must be paid prior to receiving a new fob.



A typical day at Solutions

Before School

- Arrival & Sign In
- Breakfast
 - Bring your own or School Program
- Quiet Activities
- Possible Outdoor or Gym Play

After School

- Arrival & Attendance
- Meeting
- Outdoor or Gym Play
 - Dress appropriately for weather
- Snack
 - A-List State Approved Snacks
- Homework Club
- Planned Activities
- Free Choice Activities

Early Release Days

- Similar schedule
- Children will need to bring a ready to eat, complete lunch.
- Lunch deliveries from restaurants cannot be accepted at the school.
- We cannot accept additional children on these days.



Getting to know your child

Please let us know if your child has:

- Social, Emotional, or Behavioral Concerns
- IEP or 504 Plans
 - Please provide a copy of the accommodations portion of the document.
- Allergy or Medical Issues
 - If your child has a life threatening allergy and requires an epi-pen or has asthma that requires an inhaler, parents/guardians are required to provide epi-pens or inhalers along with signed emergency allergy or asthma action plans from the child's physician **before your child begins in the program.**
- Please contact us if you would like to set up meeting to discuss your child's individual needs.



Expected Behaviors:

- Use kind words
- Be safe
- Follow the rules
- Show respect
- Ask for help from a teacher
- Show self control
- Keep my hands/feet to myself

Unexpected Behaviors:

- Inappropriate or offensive language
- Property damage
- Insubordination/not following staff directions
- Unsafe behavior
- Physical harm to self or another person
- Disruption
- Disrespect
- Misuse of equipment



Solutions Behavior Management

Behavior Reports: You will receive a written behavior report if your child exhibits unexpected behavior while at Solutions.

Solutions FAQs

Communication from us:

You will receive communication from the program office via email and text messages using the Remind school messaging system.

Schedule Changes:

Email your schedule change request one month in advance to solutions@franklinps.net. Any change that results in a reduction of schedule will incur a fee of \$50.

Adding a day:

Email your request to add a morning or afternoon to solutions@franklinps.net. Please request the additional day 24-48 hours in advance.

Tuition:

- Due on the 20th of every month August-May
 - Divided into 10 equal monthly payments
 - You will receive a monthly email reminder regarding tuition
 - Receipts are provided upon request
 - You will receive an invoice via email with your payment amount.
- The payment options are
- Automatic Deduction Debit or Credit Card (Visa, MC, Discover)
 - Automatic E-Check Deduction
- Please note: Additional fees incurred such as late pick-up or fees for additional days are not automatically deducted. You will receive a payment link for these fees.

Inclement Weather:

- If school is canceled, Solutions is closed.
- If school is delayed, Solutions will be delayed the same amount of time.
- If school is released early, Solutions may remain open for 2 hours from time of dismissal if it is safe to do so.



Reporting your child absent:

Please call your Solutions site directly or send a note to school with your child addressed to Solutions.

Injury/Incident Reports:

If your child is injured while at the program you will receive a written report with the details of the injury/incident. If necessary, a staff member will also call the parent/guardian.

Registration:

You must register your child for the Solutions program each school year. Registration is online and begins around the end of January for the upcoming school year.

How to reach us at Solutions:

Davis Thayer	(508) 613-1760
Jefferson	(508) 613-1761
Kennedy	(508) 613-1763
Oak Street	(508) 613-1764
Parmenter	(508) 613-1765
Helen Keller	(508) 613-1766

Pattie Gay	(508) 613-1770
Jennifer Maitland	(508) 613-1772
Jessica Instasi	(508) 613-1771

Solutions Summer Adventure:

A day-long summer program open 7:00 AM – 6:00 PM for children in grades K-5 featuring fun weekly themes! Dates and location of the summer program will vary each summer.

Summer registration begins online around the end of January for the upcoming summer.

