

Franklin Public Schools
Lifelong Learning Institute

Solutions Extended Day



Welcome

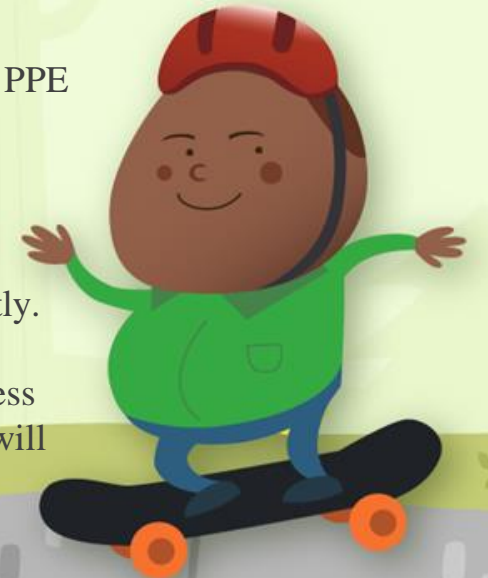
- Before School Program, 7:00 – 8:20 AM
- After School Program, 2:30 – 6:00 PM
- We are located at all 5 Elementary Schools.
- Our main office is located at the Oak Street Elementary School.
- Please visit our website for information and updates www.franklinlifelonglearning.com



Health & Safety

Solutions Extended Day will follow all health and safety guidelines and protocols set forth by Franklin Public Schools and will include the following:

- ◆ Frequent handwashing will be required while at Solutions.
- ◆ Hand Sanitizer and hand wipes will be available for student and staff use.
- ◆ Solutions will have a supply of CDC approved cleaning and sanitizing solutions and PPE such as masks and gloves if they are needed.
- ◆ Shared space and items will be sanitized frequently.
- ◆ Items available for student use will be items that can be sanitized easily and frequently.
- ◆ The Solutions staff will monitor students for symptoms of COVID-19 and other illness throughout the program hours. Parents/Guardians will be notified of any concerns and will be asked to pick-up their child immediately.



Dropping off & Picking up your child

- The program opens at 7:00 AM.
 - Please do not arrive before 7:00 AM.
 - Please do not drop off later than 8:00 AM.
 - Children must be escorted to the building 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.



Drop Off & Pick Up locations at each school

Helen Keller: Front of the school, glass doors that enter cafeteria.

Jefferson: Main entrance of the school. You will receive a key fob to enter the school.

Kennedy: Back door that faces the field. Park along the side of the building.

Oak Street: Main entrance to the Horace Mann Middle School. You will receive a key fob to enter the school.

Parmenter: Front of the school, first set of doors closest to the cafeteria. Please follow directions posted for pick-up.



Reporting Your Child Absent

Absent from School & Solutions:

Please call your child's school, as well as the Solutions Program when your child will be absent or send us an email to Solutions@franklinps.net. Please include your child's name & school.

When we do not know your child's dismissal plan the staff suffers undue worry and spends time away from the program looking for your child to make sure they are safe.

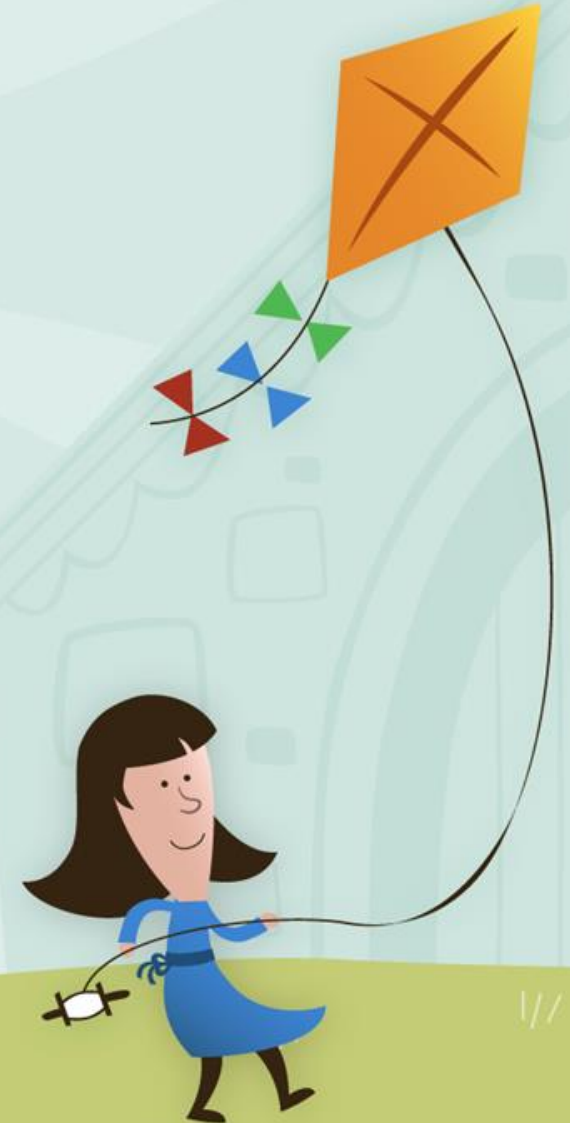
Absent from Solutions:

If your child attends school, but will not be attending Solutions on their regularly scheduled day, you need to notify us with a phone call or send us an email to Solutions@franklinps.net, please include your child's name & school.

How to reach us at Solutions:

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

Solutions@franklinps.net



Key Fobs

Jefferson & Oak St. Only

- 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.



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.



A typical day at Solutions

Before School

- Arrival
- 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

Items your child should bring each day:

- A refillable water bottle
- A change of clothes
- Weather appropriate clothing

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 a 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 an emailed 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:

All schedule change requests must be submitted via email to solutions@franklinps.net no later than the 15th of each month for the following month and are not guaranteed. If you plan to withdraw your child from the program, please notify the Solutions program office via email 1 month in advance.

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:

- 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
- 10 equal monthly payments are due on the 20th of every month August-May
- You will receive a monthly email reminder regarding tuition.
- Receipts are provided upon request.
- Additional fees (late pick-up, add ins, etc.) incurred must be paid individually via a link that will be sent to the email address used at the time of registration.

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. You may also email us at Solutions@franklinps.net

Injury/Incident Reports:

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

Registration:

You must register your child for the Solutions program each school year. Registration is online and begins in February for the upcoming school year.

How to reach us at Solutions:

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 8:00 AM – 4:00 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 in February for the upcoming summer.

