

Franklin Public Schools  
Lifelong Learning Institute

# Solutions Extended Day



# Welcome

- The Solutions program will begin on the first day of school.
- The last day of the Solutions program will be the last full day of school.
- Before School Program, 7:00 – 8:20 AM
- After School Program, 2:45 – 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](http://www.franklinlifelonglearning.com)



# Dropping off & Picking up your child

- The program opens at 7:00 AM.
  - Please do not arrive before 7:00 AM or drop off later than 8:00 AM.
- Parents/guardians must park in a designated parking spot when dropping off or picking up their child.
  - The school drop-off lane should not be used when cars are lined up for school drop off.
- Staff will verbally encourage students with separation issues who are apprehensive to enter the program.
  - Staff will not intervene physically to help a child transition into the program.
- 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. If there is a **C** posted that means the group is in the **cafeteria** and you can park and come to the door. If there is a **P** posted that means the group is outside on the **playground** and you can come around back to the playground to pick-up your child.

**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](mailto:Solutions@franklinps.net). **Please include your child's name & school.**

## **Absent from Solutions:**

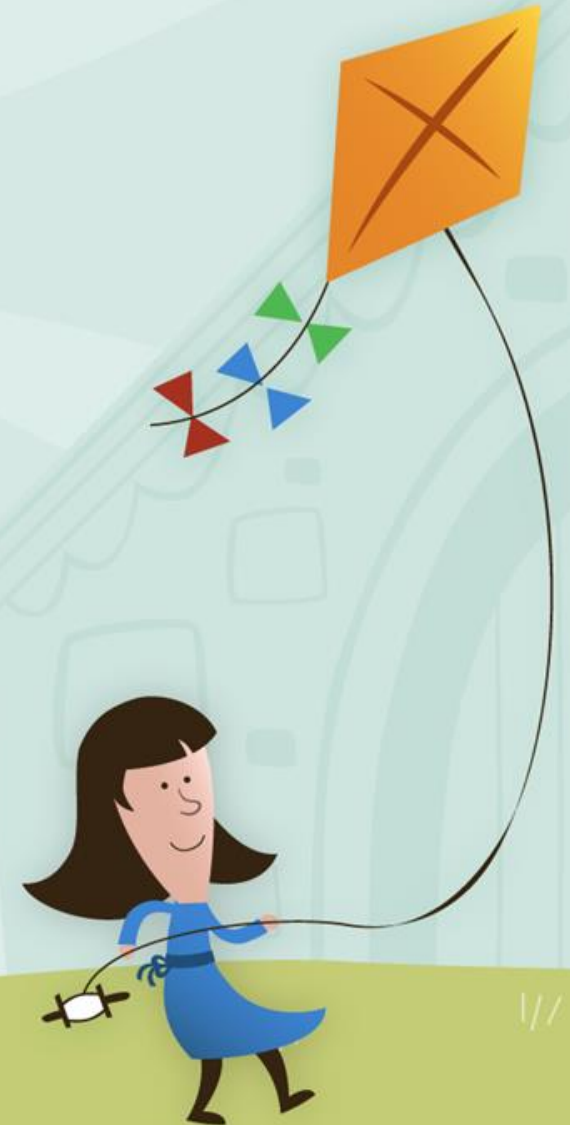
If your child attends school, but will not be attending Solutions on their regularly scheduled day, **you need to notify us with a phone call or send us an email to [Solutions@franklinps.net](mailto:Solutions@franklinps.net), please include your child's name & school.**

*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.*

## **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](mailto:Solutions@franklinps.net)**



# 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.



# 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.





# Health & Safety

**Solutions Extended Day will follow all health and safety guidelines and protocols set forth by Franklin Public Schools.**

- ◆ Handwashing will be required while at Solutions.
- ◆ Hand Sanitizer and hand wipes will be available.
- ◆ Solutions has a supply of CDC approved cleaning and sanitizing solutions and PPE such as masks and gloves if they are needed.
- ◆ The Solutions staff will monitor students for symptoms of illness. Parents/Guardians will be notified of any concerns and will be asked to pick-up their child immediately.

## **Toileting Accidents**

Parents/guardians are expected to provide spare clothing for their child if they are prone to toileting accidents. In the case of a toileting accident, staff members may only indirectly assist children to clean and re-dress themselves, providing wet-wipes, paper towels, verbal cues, and support to talk the child through the process. A call to parent/guardian may be necessary if the child has no extra clothes or cannot clean up successfully. Soiled clothing will be bundled and sent home with the child.



## **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.**



# 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.
- Please contact us if you would like to set up a meeting to discuss your child's individual needs.



### Acceptable 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

### Unacceptable 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 unacceptable behavior while at Solutions.

# Solutions FAQs

## Communication from us:

You will receive communication from the program office mostly via email in newsletters, reminders, and important updates. We will also call and may send you a text message.

## Schedule Changes:

All schedule change requests must be submitted via email to [solutions@franklinps.net](mailto: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](mailto: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 20<sup>th</sup> 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 the Solutions program office.

You may also email us at [Solutions@franklinps.net](mailto: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.

