

# LEAP

LINCOLN EXTENDED-DAY ACTIVITIES PROGRAM



**Application to License Hartwell C Pod**

**Submitted to Lincoln School Committee**

**March 20, 2019**

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## Introduction

On behalf of the Lincoln Extended-day Activities Program (LEAP) Board of Directors, staff and families, we are pleased to submit the following application for the licensing of Hartwell Pod C. As we enter into our thirty-eighth year on the campus of the Lincoln Public Schools, we are energized by the addition of new families, activities, resources to our program, and our partnership with the Lincoln Public Schools and the town of Lincoln.

The following information outlines the LEAP program's proposed use of Pod C. We believe LEAP possesses the attributes that the Lincoln Public Schools are looking for in an after-school care program and welcome further dialogue with the Lincoln School Committee to discuss our qualifications for continued use of the facility.

Numerous positive developments have taken place over the course of the past year. Here is a snapshot that we believe speaks to our focus on program quality, safety and affordability includes:

- A secured licensing with the Massachusetts Department of Early Education and Care in April 2018, with a scheduled review for April 2020.
- A safety plan and staff safety training conducted in accordance with the Town of Lincoln Police Department
- A balanced LEAP program budget
- A higher staff-to-child ratio than is required by the Commonwealth in order to provide greater attentiveness to safety, allow staff to escort students to non-LEAP activities throughout the Lincoln School campus, and support the interests and activities of individual children.
- A balanced approach to education and recreation with the goal of supporting academic as well as social and emotional development of children
- An active board that invests in long term strategic planning for LEAP
- A stable environment with core staff members present five days a week
- A comprehensive staff training relevant to the education of children and new programs
- A discounted fee structure for all Lincoln Public School employees
- Financial aid to families as needed
- A continued evaluation of fee structure to ensure best value to all LEAP families.

Overall, we believe these, and many other substantial enhancements, continue to make LEAP a safe, dependable, and affordable choice for Lincoln families who desire after-school care for their children.

We look forward to receiving any questions or comments you may have about our application. We thank you and the Lincoln School Committee for the time and consideration you have given the ongoing evaluation of our after-school program.

## Licenses and Certifications

Every other year LEAP takes part in a comprehensive audit required for certification by the Massachusetts Department of Early Education and Care. LEAP most recently renewed its two-year license in April 2018. LEAP is scheduled to undergo this process again in April of 2020.

Per Commonwealth requirements, in addition to an application form and fee, LEAP completes and submits documents and accounts of policies and procedures to support the licensing process. The full list description and details associated with this list are available here: <http://www.mass.gov/edu/docs/eec/2014/20140122-required-docs-provisional-licensure.pdf>

## Evidence of Insurability

LEAP is insured through the broker Philadelphia Insurance Companies (phone: 610-617-7940; address: One Bala Plaza, Suite 100, Bala Cynwyd, PA 19004). LEAP carries three separate insurance policies, which are as follows:

- 1) Our insurance policy for public liability for bodily injury and property damage is comprehensive, covers \$1,000,000 per occurrence and up to \$2,000,000 as an aggregate sum. Our liability insurance is provided by U.S.I. Insurance Services LLC (phone: 781-938-7500; address: 12 Gill Street, Suite 5500, P.O. Box 4043, Woburn, MA 01801). This policy was renewed on November 11, 2018, and expires on November 11, 2019. The policy number is PHPK1097867.
- 2) LEAP's worker's compensation policy is provided by A.I.M. Mutual Insurance Companies (phone: 800-876-2765; address: P.O. Box 4070, Burlington, MA 01803). LEAP has used this plan since March 2009 without a claim made. The plan was recently renewed on November 1, 2018, and will continue until November 1, 2019. It covers bodily injury by accident (per accident) and bodily injury by disease (per employee) of \$100,000. LEAP also has a policy limit of \$500,000 for bodily injury by disease. The policy number is AWC-400-7007212-2013A.
- 3) LEAP retains a not-for-profit organization directors and officers liability insurance policy with U.S.I. Insurance Services as our provider. (The telephone number and mailing address for U.S.I. are the same as those provided in item number one above.) This policy includes coverage of up to \$1,000,000 for LEAP's directors, officers and employment practices. LEAP renewed this policy on January 17, 2019; the policy will continue until January 17, 2020. The policy number is PHSD912071. This is a "Flex Plus Five" policy.

## Continuity of Operations

LEAP families and children benefit from strong stability among the program's staff. Additionally, we place a premium on assembling and maintaining a core group of staff members who work more than 20 hours a week. Their commitment to and investment in the program have been factors in its long-term success. Moreover, we find that when children are in the care of the same staff members every day, they feel more secure in their environment. This year, we are pleased to have eleven staff members who spend at least 20 hours each week at LEAP.

The tenure of our staff is also notable. LEAP's Director has been a member of the LEAP staff for 15 years and the Assistant Director has worked at LEAP for a total of 11 years. The Kindergarten coordinator is in her fourth year at LEAP.

## Time in Operation

LEAP has been in operation since 1981. From its start until the mid-1990s, the program moved between the Smith and Brooks Schools, hoping for a more permanent location. In September 1995, LEAP began its occupancy of Pod C.

Over the last two decades, LEAP has worked to transform the facility into a comfortable, child-friendly space where students can play, complete class assignments, and have a "home away from home" on the school campus. This allows students and families a sense of security as well as the ease and ability to participate in on campus after-school activities such as the Lincoln After School Music Program (LASMP), Recreation Department classes, sports, and theater.

For the past 6 years, LEAP's enrollment has been steadily increasing. This school year, LEAP enrolled 25 new kindergarteners to the program, bringing our total enrollment to 134 students. We believe these numbers will continue to increase over the coming years. We also continue to see an increase in our enrollment for the middle school program, with 22 students enrolled this year, compared to 18 for the 2016-17 school year.

We expect our numbers to grow with recent enhancements and improvements to the LEAP program. Our building's maximum daily capacity is 120 people. Currently, we have 3 days a week that we are at maximum capacity for the program, and we have been forced to place families on a waiting list for those days. With our numbers projected to increase, we are actively searching for ways to expand the space that we are so fortunate to lease.

## Staff Training and Experience

Of the employees at LEAP, six have earned bachelor's degrees, in addition to other coursework and continuing education classes:

- LEAP's Director earned her B.A. in education and an associate's degree in art; she also has a certificate in outdoor leadership. She has met all of the requirements for a Director 1 Certification.
- LEAP's Financial Administrator has his B.A in Finance and accounting.
- LEAP's Kindergarten coordinator has her B.A. degree in sociology.
- LEAP's 3<sup>rd</sup> and 4<sup>th</sup> Grade Coordinator has her B.F.A in Art Education and has completed numerous courses in the sciences.
- Two of LEAP's floating group leaders have their Bachelor's Degrees, and are both in working towards their Masters Degrees.

The rest of the staff are at various stages in their education. Six of our group leaders are currently working towards bachelor's degrees, and three of them are considering majoring or adding a minor in education.

In Addition, we also employ six part time high-school students, three of whom were enrolled at LEAP as younger children. Three of these students also work as camp counselors, and have demonstrated an interest and talent for working with younger children.

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Before being hired by LEAP, staff members are processed through the Criminal Offender (CORI) and Sexual Offender (SORI) registries. Employees may not work with children until the background checks are returned to LEAP and proven to be safe to work with children. Once hired as a LEAP staff member, employees are subjected to yearly CORI and SORI reports through the Department of Early Education and Care as well as the Lincoln Public Schools. All new employees are required to submit to fingerprinting (CHRI), which checks a staff member's background against a national database. All employees are required to be fingerprinted within their first six months of employment.

LEAP core staff members are required to have First Aid and CPR training and must complete 20 hours of additional training each year. Employees are encouraged to enroll in sessions that are of personal interest to them and that they put to immediate use towards the enrichment of LEAP. A few examples of staff selections in recent years include the Northeast Leadership Conference, non-violent crisis intervention at the Crisis Prevention Institute, Social Media Marketing for small business, a pastel painting workshop, and the Tri-District Forum on Anxiety and Mental Health, a Town of Lincoln sponsored event.

LEAP staff members are also required by the Massachusetts Department of Early Education and Care to take five online courses:

- "51A Mandated Reporter Training" on recognizing child abuse and neglect
- "An Introduction to Early Education and Care in Massachusetts"
- "Look Before You Lock," regarding safe transportation of children
- "Medication Administration: The Five Rights"
- "USDA Nutrition"

We believe our program has demonstrated a strong focus on hiring experienced and motivated employees and continuing their training to create a strong and dynamic staff. LEAP focuses on retaining a core group of employees who work at least 20 hours a week at LEAP, and hiring part-time workers who are dedicated to child education. Employees continue to meet Commonwealth training requirements as part of our annual licensing process, and are encouraged to seek educational courses that they are passionate about and can share with our students.

## **Staff/Child Ratio**

Although the Commonwealth requires a ratio of at least one staff member for every 13 children, LEAP elects to maintain a ratio that we believe is more favorable to the children in our program—one staff member for every ten children.

While this slightly increases our costs, we believe this allows students to have more personalized and individualized assistance with homework and reading. This also gives us the ability to explore interests and engage in projects that require more supervision, such as baking, computer programming, and performing arts.

Our staffing ratio also permits employees to escort individual children to and from activities, such as Recreation Department programs, music lessons, scout meetings, athletic practices, and theater rehearsals. These activities are held on the school campus or sometimes as far away as Pierce Park. If we staffed at the minimum level, employees would not be able to see to the safe and timely delivery of children to their various activities.

## **LEAP Program**

LEAP's mission is to provide K-8 students with an engaging after school program that offers diverse opportunities for enrichment, exploration and the development of social skills in a nurturing environment.

LEAP provides a variety of learning experiences to enhance each child's social, emotional, physical, and intellectual development. We believe that children learn best by doing. The program is designed to allow children to choose from activities including arts and crafts, nature, science, reading, games, baking, sports, and more. The program is augmented with field trips and workshops.

Our teachers are our most valuable resources. They are dedicated professionals committed to providing quality care and education for all children. The LEAP staff recognizes the individuality and importance of each child and strives to provide them with an opportunity to explore new pastimes and ideas in a safe, creative, and supportive environment.

Lincoln Extended Day does not discriminate on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation or disability in its admissions, services to families, educational policies, financial assistance, or otherwise in its operation or management.

## **Following are schedules for typical days at LEAP:**

### Monday, Tuesday, Thursday and Friday

- 3:00-3:45 p.m. Pick up, Meeting, Free-play (recess)
- 3:45-4:20 p.m. Homework time
- 4:30-5:30 p.m. Organized activities
- 5:30-5:45 p.m. Free-play and computer time
- 5:45-6:00 p.m. Clean-up, quiet time and prepare to go home
- 6:00 p.m.: Parents' pick-up deadline

### Wednesdays

- 12:45 p.m. Lunch
- 1:15-1:45 p.m. Recess
- 1:45-4:00 p.m. Leap-wide theme day, Club activity, or field trip (descriptions below)
- 4:00-4:30 p.m. Snack and Homework
- 4:30-5:30 p.m. Organized activities
- 5:30-5:45 p.m. Free-play and computer time
- 5:45-6:00 p.m. Clean-up, quiet time and prepare to go home
- 6:00 p.m. Parents' pickup deadline

Because Wednesdays are a long day at LEAP, we try to find original and fun ways to spend the extra time. This year we have had various theme-days at LEAP, where all students participate in themed activities. On Science day, a visitor from the Discovery Museum in Acton led a traveling workshop where the children were split into age groups and travelled between different stations, each with a different scientific activity. We also celebrated the Halloween, various winter holidays, Valentines day, and Dr. Suess day.

Other Wednesdays, students participate in a teacher-led "club" activity of their choice, such as theatre, baking, hiking, or organized sports such as soccer or capture the flag. Depending on the weather, there may be sledding or a trip to Pierce Park or Codman Pool. If the weather is expected to be warm enough for swimming, parents are notified ahead of time and asked to supply a bathing suit and towel.

One Wednesday a month, LEAP offers an optional, off-campus field trip to age-appropriate destinations. This year we have gone Apple Picking, Roller Blading, to the Movies, and to an inflatable theme park. Field trips depart after the children eat lunch and return by 4:30 p.m. Admission costs are included in LEAP's monthly fee.

LEAP's ratio of staff to children permits us to offer an array of Wednesday afternoon programs and to let students choose their preferred activity. It also enables us to create separate field trip experiences for younger and older students, and to permit those who want or need to remain in Lincoln for music lessons or other activities to do so with appropriate supervision.

**The following is a brief description of our educational activities and community involvement:**

- **Technology** — In the fall of 2016, LEAP purchased 10 new Chromebook computers for use by the students. This past year we purchased five Chromebook, two iPad, and one desktop computer. By expanding access to technology, LEAP is now able to support students who use a computer to complete homework assignments and participate in stem activities. We have 18 computers in total, including 14 Chromebook, two laptops, and two desktop computers, as well as two iPad.
- **STEM Activities** — LEAP has a variety of organized activities, called “choices,” that children participate in after homework time. In the past, we asked students to choose between Project, Rec, and Elective, however, in 2017 we proudly added STEM (Science Technology Engineering and Mathematics) as an option for these activities. We continued this activity for the 2018-19 school year so that every day, students have the option of developing their STEM skills and engaging in new experiments.
- **Increased collaboration with Drumlin Farm**—LEAP works with Drumlin Farm’s Kris Scopinich to bring farm-related opportunities to our students. For four years in a row we have participated in specialty programs offered by Drumlin farm. These programs include “Native Pathways” and the “Farm-to-Market” programs. We have another field trip planned for this April, where students will be learning about “Ecosystems of New England.”
- **Visits from special speakers**—LEAP regularly hosts talks with parents and other guest speakers on particular topics. LEAP consistently invites the Lincoln Fire department and Police Department. This year we hosted a magician, and plan to invite Lincoln Conservation Director Tom Gumbart to present. In past years, LEAP has had presentations from a Lincoln drone enthusiast, a professional dance troop, flying frisbee dogs, traveling theatre groups, and a musical comedian. These guests allow children to see a wide variety of people pursuing their passions as careers, giving students an opportunity to look “outside the box” for their own futures.
- **Visits from librarians from the Lincoln Public Library**—LEAP has long borrowed books from the library in order to increase the diversity of reading materials for children. We also have coordinated visits with our local librarian, Debbie, who comes every other week to read and discuss new and relevant stories with the students.
- **Traveling Workshop with Discovery Museum in Acton**—In the past 4 years, LEAP invited Susan from the Discovery Museum in Acton to teach children about sound, magnets, bubbles, and more with various traveling workshops. These visits from our neighborhood science museum give students an opportunity to learn about science in a fun and safe way, while introducing them to a nearby facility to further explore their scientific interests. We are planning another visit from the museum this spring.
- **Field Trips to Decordova Museum**—Every year, LEAP takes children on a nature walk through the beautiful woods of Lincoln to our local outdoor museum. The children learn about their environment, community, and fine arts during the walking field trip. Students explored the museum this past fall, and we plan on returning again this spring.



- **Water Department**—In the spring of 2017, LEAP walked just past the Decordova Museum to our town Water Department and reservoir. Director Greg Woods invited students into the building and taught us about how Lincoln collects, cleans, and distributes water to the town. He spoke about water conservation and allowed students to tour the facility and see the machines that allow water to get from Sandy Pond reservoir into their water at home. We hope to make this a bi-annual event by returning this spring.
- **Community Service**—LEAP hosts a community service awareness week, every year. In the fall of 2018, students asked parents and community members to pledge non-perishable food donations, then ran and walked laps to earn those items. LEAP students raised over 500 food items donated to Open Table, a charity right here in Middlesex County that provides food to more than 300 families in Concord, Maynard, and surrounding communities. This is the third year in a row that LEAP students have collected food items to donate. Throughout the year, children also make cards for veterans and the elderly, learn about Random Acts of Kindness, and play team-building recreational games.
- **COA collaboration**— For the past two years LEAP has collaborated with the Lincoln Council on Aging. In the fall of 2017 middle-school students visited the COA to assist senior citizens with technological needs, helping them with laptops and cell phones. Every January, LEAP students participate in the COA Intergenerational Sing-a-long. These opportunities allow students a sense of community and to interact with town-members. We hope continue to foster this relationship.
- **School Vacation Programs**—During the February and April school vacations, LEAP offers Vaca-Playdays for children in grades kindergarten through five from 8:00 a.m. to 4:00 p.m. Vaca-Playdays is open to all Lincoln students, not just those who are already enrolled in LEAP. We also offer programs to all Lincoln students during teacher training days and parent-teacher conferences.

## Governing Board and Parent Participation

LEAP's day-to-day operations are managed by one director, who focuses on programming, staff and operations, with the help of a professional accountant for budget matters. They report to a parent-run board that is currently in discussions about strategic planning and possibilities of improvements in the upcoming years.

The board is comprised of the following members:

President: Julie Graves

Treasurer: Roy Katz

Clerk: Julie Kim

Parent Representatives: Stacey Flannery, Sara Morneau, Andy Wang, Tamara Rip, and Anne McLaughlin

Over the past few years, the LEAP board, director, and staff have collaborated on strategic planning goals that we have already begun implementing, and will be completed within the next three to five years. These are the building blocks that LEAP will instill in children and families as they travel through our program.

The board and staff of LEAP also welcome contributions and support from specialists in our community. We have benefitted from substantial assistance from:

- Sharon Lincoln, LEAP parent and *pro bono* legal counsel—Sharon is an attorney at Foley Hoag and specializes in non-profit law. She is helping the board update documents and improve our corporate governance.
- James Suttly, computer support—James is a member of the IT department at the Lincoln Schools. He helps update the software and safety settings on our computers and laptops, assuring that students are getting safe, fast and helpful technology.
- Ogden Codman Trust—We were awarded a grant from this trust in 2016, only available to organizations within the town of Lincoln.
- Jamie Faulkner—Social media and marketing communications assistance. A former LEAP employee, Jamie is skilled in online marketing and communications and assisted LEAP with their newsletter and social media platforms.

Parents are continuously encouraged to express opinions to staff and directors. All board meetings are open to LEAP parents. Each school year, parents are asked to complete a written survey in an effort to discover what is most important to them and the vision they have for the future of the program. We also solicit their general feedback on the program. Parents' comments are consistently overwhelmingly favorable, but also offer valuable suggestions that the board and staff work to address. Parents are also invited to the annual board meeting in the spring where we review the year and elect a new board for the coming school year.

## Proposed Fee Structure

In June of 2014, the LEAP board and its community approved dramatic tuition fee reductions. Over the previous five years, the cost of tuition had been increasing yearly by 5-6%. Members of the LEAP Board and the Director of Operations overhauled the fee structure and reduced tuition costs of families by up to 32% with savings of \$140 per month. All of this was accomplished while continuing to increase special programming and providing better value for less money. In addition to decreasing the monthly rates for Lincoln families, the cost of the yearly registration was dropped from \$150 to \$100, with an early registration cost of only \$50. Since then, we have only had to increase the rates twice, by 3% in 2016, and again by 3% in 2018.

LEAP continues to provide a universal 25% tuition discount to Lincoln Public Schools employees. This policy impacts 5 families and 8 children, including families employed on the Hanscom school campus, as well as in Lincoln. As part of our effort to make LEAP affordable, the program provides financial assistance, including vouchers from Child Care circuit to 7 children from 4 families. For the 2018-2019 school year, LEAP gave \$20,000 in Financial assistance to over 15 families, allowing more than 25 children to attend this program.

### Monthly Rates

Our regular monthly rates for the 2018-2019 school year are as follows:

\$100 registration fee (covers LEAP's per child cost of insurance) or \$50 if paid before July

#### Kindergarten

5 days a week	\$700
4 days a week	\$610
3 days a week (including Wednesday)	\$584
3 days a week (without Wednesday)	\$467
2 days a week (including Wednesday)	\$424
2 days a week (without Wednesday)	\$308

#### Grades 1-8

5 days a week	\$594
4 days a week	\$515
3 days a week (including Wednesday)	\$493
3 days a week (without Wednesday)	\$392
2 days a week (including Wednesday)	\$361
2 days a week (without Wednesday)	\$266

## Proposed Rent and Allowance for Capital Projects

The LEAP board suggests that the program's rent remain as specified with our proposed licensing agreement, although anything less will directly contribute to our ability to deliver more service to Lincoln families for less money.

Following is the recent history of LEAP's lease payments, which had increased three percent every year until entering the licensing agreement.

- 2008-2009: \$25,000
- 2009-2010: \$25,740
- 2010-2011: \$26,522.50
- 2011-2012: \$27,318.18
- 2012-2013: \$28,137.72
- 2013-2014: \$31,000
- 2014-2015: \$28,800
- 2015-2016: \$28,800
- 2016-2017: \$30,400
- 2017-2018: \$31,100
- 2018-2019: \$31,600

## Closing

In Closing, LEAP has been operating successfully at this facility for over two decades. Our staff, programs, and references speak to the continued achievements of the program. We are focusing our efforts on strategic planning and the hiring of valuable staff members in order to continue to enhance and enrich activities for our students. We believe that this facility is an ideal environment for our afterschool program and look forward to growing the community that we have established.

## References

### **Gabrielle Berberian and Rob Donaldson (LEAP Parents)**

It is a pleasure to write on behalf of the LEAP program as part of its application to renew its license to rent Pod-C. As working parents, LEAP is invaluable to us, and both of our children love attending LEAP! Our fourth grade daughter has been attending LEAP for three years, and LEAP days are her “favorite days.” She forgoes playdates on LEAP days and is upset if we pick her up before 6 (when LEAP ends). She also participates in a number of extra-curricular activities, such as soccer, Girl Scouts, and theater, and LEAP seamlessly gets her and many others to and from their myriad activities on the school campus.

Our first grade son is on an IEP, and given his needs, he requires additional help or supervision at times. The LEAP staff has done an amazing job ensuring that he is able to fully participate in LEAP activities. LEAP staff members have attended team meetings at the school to learn more about his needs, and they have made accommodations at LEAP to ensure his safety. They are also mindful that things can be difficult for him, and they always help him with patience and kindness. In general, the LEAP staff could not be more fun, kind, and nurturing. It is clear that they love spending time with kids and that the LEAP program has prioritized hiring dedicated staff members who are a good fit for this age group.

We appreciate the structure that LEAP provides, while also providing a lot of choices for kids to pursue their interests and try new things. From outdoor activities, cooking, arts-n-crafts, and STEM, there is something fun, educational, and stimulating for kids to do! LEAP posts and emails the “Choice Schedule” in advance, keeping parents informed and giving kids a “heads up” on what’s to come, which is beneficial for a student like our son. There is also time built in to the LEAP schedule for students to read and complete their homework with staff members available to help. There are monthly field trips and nightly events, too, giving kids the opportunity to spend more time together and parents a night out!

We value LEAP’s emphasis on kindness and being a team player, and our children enjoy earning their “LEAP Loot” to redeem for prizes! Through the “LEAP Loot” reward system, our daughter has also been able to take a leadership role at LEAP, as she and a couple of friends have pooled their loot to earn the opportunity to run a choice activity. What a great experience for students to plan an activity, lead it, and see it through from beginning to end. She is already talking about what she and her friends want to plan next! While students spend some of their time in grade-level rooms, there is also time for students of all ages to work and play together and get to know one another. It’s fun as parents to watch our kids interact with kids in different grades at LEAP and to say hello to them on campus or around town.

As working parents, LEAP gives us peace of mind that while we are at work, our kids are in a safe environment, learning and trying new things, and enjoying time with their peers. Again, our children love LEAP, and we could not be more thankful for the quality care that LEAP provides to families on the familiar school campus.

Sincerely,  
Gabrielle Berberian and Rob Donaldson

**Miriam Zoli**  
**(LEAP Parent)**

We moved to Lincoln two years ago, when our son was entering third grade. Like most parents, we were nervous about our son's transition into a new school and community. Little did we know that LEAP would provide such a vibrant bridge for him to develop deeper friendships with children he met in school. As an added bonus, he has also had the advantage of developing strong bonds with LEAP counselors who have become his trusted advisors and exemplar role models. I am convinced that every town should have a LEAP program that is as dynamic and tuned into kids' real lives and needs as the Lincoln LEAP has proven to be. Thank you for providing such a stellar opportunity for the families of Lincoln and their children.

Sincerely,  
Miriam Zoll  
[miriamzoll@mac.com](mailto:miriamzoll@mac.com)

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**Bridget Crosby**  
**(LEAP Alumni)**

When I was at pre-school, across the way from Leap, I always wondered what those kids were doing outside, having so much fun! When my parents told me that they were planning on sending me to Leap, I realized that Leap was where I saw all of the children playing outside. I was very excited to be one of those children that I longed to be back when I was in preschool. Ever since I was in kindergarten, either myself or my younger sister has been involved with this amazing program. I have numerous memories here at Leap, but one that sticks out to me is my first day. I remember being welcomed by all of the staff members, having so much fun playing on the tree-house in the kindergarten room, and swinging on the money bar gym. When my parents picked me up, I distinctly remember not wanting to leave, begging to let me stay longer. At Leap, I made long lasting friendships with people who are still my best friends to this day. My OG's, as we call each other, are so special to me, and I truly wouldn't know what I would do without them. I can assure you that even if a child doesn't start Leap in kindergarten, that child will make friendships that will last long after Leap years. Furthermore, another great aspect of Leap is that it fosters leadership skills. I remember my friends and I creating our own Leap newspaper, called Meep. We created it by ourselves with support of the leap staff and distributed it throughout the children in Leap. I remember feeling like a leader because many kids asked when the next issue would come out because they enjoyed it so much. Moreover, from a young age, I have always aspired to work at Leap. Once I left after 5th grade, my sister Fiona was getting ready to go into kindergarten. So although I left to pursue school sports and the school musical, my sister joined in. On the days when I went to go pick up Fiona with my parents, I started to want to be a part of the leap staff team. When Katie mentioned the opportunity for me to be a staff member here in the fall of 2018, I truly was ecstatic! Now that I'm a member at Leap, it's as though I'm re-living my childhood that I cherished here, just in a different perspective. I love engaging with the children at Leap, they are all such bright and enjoyable people. In addition, the staff members are so genuine. The people at Leap all have a passion for working with kids and truly enjoy this work experience. From ages 5 to 16, Leap has been a part of my family's life and has been so fulfilling for me. I have developed long lasting friendships, leadership skills, and so much more that have shaped me into the person I am. My past and current experiences with Leap will stay with me for the rest of my life!



# LINCOLN PUBLIC SCHOOLS

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## LICENSE

### Lincoln Campus -- Pod C

This License (hereinafter "the License"), made this 22nd day of March 2018, by the **Lincoln Public Schools**, a public school district of the Town of Lincoln, Massachusetts, duly organized under M.G.L. c. 71, and having an address at Ballfield Road, Lincoln, MA 01773 (hereinafter "the District"), to **Lincoln Extended-Day Activities Program**, having an address of PO Box 298, Lincoln, MA 01773 (known hereinafter "the Licensee").

#### WITNESSETH:

**WHEREAS**, the District desires to memorialize an understanding with the Licensee to govern the Licensee's use of a certain building under the care, custody, and control of the Lincoln Public Schools, Ballfield Road, Lincoln, MA 01773, being more specifically described as **Pod C, Hartwell Complex, Ballfield Road Campus** and depicted in the drawing appended hereto at Exhibit A ("the Licensed Premises"), and the Licensee's use of the Smith and Brooks Gyms, in cooperation and after consultation with the administration of the Lincoln Public Schools. The Licensee understands that, consistent with historical practice and policy, the gym and locker room use will go first to the Lincoln Public Schools and second to the Lincoln Recreation Department. Use of all space is subject to the School Committee's guidelines;

**WHEREAS**, the foregoing License involves no net cost to the District;

**NOW, THEREFORE**, it is mutually agreed between the parties hereto as follows:

#### 1. SCOPE OF LICENSE/CONDITIONS/TERMINATION/RENEWAL

A. The District hereby grants, subject to the conditions outlined herein and subject to the payment of an annual license fee of **thirty-one thousand six hundred fifty dollars and no cents (\$31,650.00)**, payable in two (2) equal payments, the first on December 1 and the second on June 1, the non-exclusive use of the Licensed Premises, for the license period, **which shall commence on July 1, 2019 and shall terminate on June 30, 2020**. Said non-exclusive use shall include every activity reasonably incidental to the conduct of the normal activities of the Licensee, which are the

## LICENSE

## Lincoln Campus -- Pod C – FY20

operation of a licensed, affordable after-school and school year recess period care program for school-aged children, using the Licensed Premises on the Lincoln Campus of the Lincoln Public Schools, in a proper and thorough and workmanlike manner and to the satisfaction of the District. Said use shall also include reasonable ingress/egress to the Licensed Premises.

B. The effective period of this License shall be for the term stated above; provided, however, that this License is subject to the continued sole consent of the District. This License may also be extended at the sole consent of the District. This license is subject to revocation at the sole discretion of the District.

C. Failure of the Licensee to adhere to the terms of this License shall constitute grounds for termination. In the event of termination, the District shall owe nothing in damages to the Licensee. In the event of termination or at the end of the term of the License, the Licensee also shall surrender its use of the Licensed Premises to the District in working condition; should it fail to do so, it shall be liable for clean-up costs and any damage beyond normal wear and tear to the Licensed Premises. This License also may be terminated for convenience by the District. Without prejudice to its rights, the District, should it terminate this License for convenience, may decide to give the Licensee ninety (90) days' notice of its decision. If the Lincoln Public Schools, in its sole discretion, undertakes a major public school building construction project requiring the relocation of students or staff at any of the facilities under its control during the term of the License, which thereby makes it necessary, in the sole opinion of the School Committee, to use Pod C, it may modify the terms of the License to provide for shared use of Pod C or to provide alternate space on the Lincoln Campus for the Licensee's program upon one hundred twenty (120) day's written notice to the Licensee.

D. As expressed earlier in this License, the Licensee's use of the property shall be subject to the following conditions:

1. Both the District and the Licensee understand the Licensee's use of the premises shall be limited to approximately ten (10) months of the year, **commencing on approximately August 25, 2019, and ending on approximately June 26, 2020**. The Licensee shall not be allowed to use the Licensed Premises from two (2) days after the last day of classes to one (1) week before classes begin.
2. The Licensee shall perform an annual inspection to the Licensed Premises, and shall advise the District of any unsafe/hazardous conditions at the Licensed Premises.



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3. The Licensee shall ensure as follows: (1) that use of the Licensed Premises is safe and reasonable; (2) that no unlawful activity occurs on or near the Licensed Premises; 3) that the Licensed Premises are reasonably maintained; and (4) that District is immediately notified of any necessary repairs to the Licensed Premises. The Licensee also agrees as follows: (1) to keep the Licensed Premises clean and neat; and (2) to ensure that the cleanliness of the Licensed Premises complies with applicable federal, state, and local health standards. The District shall supply all water, electricity, sewer, heating and custodial services to the Licensed Premises, which shall remain at all times under the ultimate control and ownership of the District. The Licensee's use of water, sewer, heating and electricity and the custodial services in conjunction with the Licensed Premises shall not be measured separately, but shall be included with the license fee.
4. The Licensee shall avoid scheduling activities that would interfere in any way with school activities.
5. The Licensee shall not improve, repair, alter, restore, construct, or reconstruct the Licensed Premises, or permit any improvements, repairs, alterations, restorations, constructions, or reconstructions at or to the Licensed Premises, without the approval of the District. The decisions regarding whether improvements, repairs, alterations, restorations, constructions, and/or reconstructions should be made to the Licensed Premises lie solely with the District, which at all times retains sole ownership and ultimate control thereof.
6. This License invests no property interests or contractual rights in the Licensee.
7. The Licensee shall comply with all applicable federal, state, and local laws, rules, and regulations, including, without limitation, applicable CORI (Criminal Record Offender Information) and SORI (Sex Offender Registry Information) requirements.
8. Mandatory Criminal Record (CORI) Checks. Because of the close proximity between the proposed use and the Lincoln Preschool and Lincoln School, it is presumed that Licensee employees and contractors will have the opportunity for direct and unmonitored contact with children. Consequently, the Licensee shall submit all of its employees, parent volunteers (if any) and contractors who provide services in support of the Licensee's programs to the District for CORI checks sponsored by the District.
9. At least once each school year, all after-school program students shall participate in emergency building evacuation drill(s) at the Pod C location.

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10. The Licensee shall have a telephone connection through which the School Department may make quick contact with the operator and/or her/his agent. The phone number(s) must be submitted upon signing of the Agreement.
11. The Licensee shall appear for conferences with the Superintendent or his/her designee when requested.

### 2. **INSURANCE AND INDEMNIFICATION**

The Licensee shall provide and shall maintain throughout the term of this License and any extension or renewal thereof the following insurance with companies that are authorized and licensed in the Commonwealth of Massachusetts to issue policies for the coverages and limits so required. Prior to the effective date of this License, the Licensee shall provide to the District a certificate or certificates of insurance which complies/comply with the requirements stated herein.

- A. Workers' Compensation Insurance as required by the laws of the Commonwealth of Massachusetts and Employer's Liability Insurance in the amount of \$500,000/\$500,000/\$500,000.
- B. General Liability Insurance, \$1,000,000 each occurrence and \$2,000,000 aggregate limit; \$100,000 of replacement cost of personal property at replacement.
- C. Automobile Liability Insurance - Combined single limit of \$1,000,000.
- D. Excess Liability Insurance/Umbrella Form - \$1,000,000 each occurrence and \$2,000,000 aggregate limit.
- E. Additional Insureds - Each policy of liability insurance, other than Employer's Liability Insurance under Workers' Compensation Insurance, shall name The Town of Lincoln and the Lincoln Public Schools c/o the Lincoln School Committee, and their boards, commissions, committees, agents, employees, and assigns as additional insureds.

Said insurance policy shall be non-cancelable with respect to the interests of the Licensee as to the Licensed Premises without at least thirty (30) days prior written notice thereto.

To the fullest extent permitted by law, the Licensee shall indemnify, defend (with counsel acceptable to the District), and hold harmless the District and its officers, employees, boards, committees, and agents from

and against any and all loss, liability, damages, claims, causes of action, suits, and costs, including, without limitation, reasonable attorney’s fees and expert witness fees, caused in whole or in part by the willful misconduct, negligent act or omission, or copyright or patent infringement of the Licensee or its officers, employees, or agents in connection with the use of the Licensed Premises.

**3. SEVERABILITY**

If any provision, or portion thereof, of this License is adjudged to be invalid or unenforceable by final judgment of a court of competent jurisdiction, the remaining provisions shall continue in effect to the extent permitted by law.

**4. ASSIGNMENT**

This License shall not be assigned by the Licensee.

**5. NO THIRD-PARTY RIGHTS**

This License shall not create any rights or benefits in favor of third parties.

**6. AMENDMENT**

This License may be amended only by written consent of the District.

**7. GOVERNING LAW**

The License shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts, regardless of choice of law principles.

**8. MISCELLANEOUS**

By accepting the terms of this License, the Licensee certifies that it is in compliance and shall remain in compliance with the Commonwealth’s Conflict of Interest Law, M.G.L. c. 268A. By accepting the terms of this License, the Licensee certifies that it has accepted them fairly, in a *bona fide* manner, and without fraud or collusion against any person. By accepting the terms of this License, the Licensee certifies, pursuant to M.G.L. c. 62C, §49A, under the pain and penalty of perjury, that it has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

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**Nothing  
follows on  
this page**

**LICENSE**

**Lincoln Campus -- Pod C – FY20**

IN WITNESS WHEREOF, the District hereby issues this License.

Lincoln Public Schools (“the District”)

By:

\_\_\_\_\_, Chair  
Lincoln School Committee  
Dated: April 11, 2019

Lincoln Public Schools (“the District”)

By:

Rebecca McFall, Superintendent  
Dated: April 11, 2019

Terms of this License Accepted By:

Lincoln Extended day Activities Program (“the Licensee”)

By:

Julie Graves, President

Dated: \_\_\_\_\_