



LINCOLN PUBLIC SCHOOLS

LICENSE

Lincoln Campus -- Pod C

This License (hereinafter "the License"), made this **16th day of April 2020**, 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-two thousand one hundred fifty dollars and no cents (\$32,150.00)**, 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, 2020 and shall terminate on June 30, 2021**. Said non-exclusive use shall include every activity reasonably incidental to the conduct of the normal activities of the Licensee, which

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are the 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, 2020, and ending on approximately June 26, 2021**. 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.

**Nothing
follows on
this page**

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IN WITNESS WHEREOF, the District hereby issues this License.

Lincoln Public Schools (“the District”)

By:

Tara Mitchell, Chair, Lincoln School Committee

Dated: April 16, 2020

Lincoln Public Schools (“the District”)

By:

Rebecca McFall, Superintendent

Dated: April 16, 2020

Terms of this License Accepted By:

Lincoln Extended day Activities Program (“the Licensee”)

By:

Julie Graves, President

Dated: _____

LEAP

LINCOLN EXTENDED-DAY ACTIVITIES PROGRAM



Application to License Hartwell C Pod

Submitted to Lincoln School Committee

April 6, 2020

Kathryn Hawkins
LEAP Director
781-259-0615
leap0615gmail.com

Julie Graves
President of the LEAP Board
617-792-3051
Jcgrvs@gmail.com

Visit our website: www.lincolnleap.com

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-ninth year on the campus of the Lincoln Public Schools, we are energized by the addition of new families, activities and resources to our program, and our partnerships with the Lincoln Public Schools and the Town of Lincoln.

The following information outlines LEAP's proposed use of Pod C. We believe LEAP possesses the attributes that the Lincoln Public Schools are looking for in an after-school 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 two years. Here is a snapshot that we believe speaks to our focus on program quality, safety, and affordability:

- 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 in September of 2019
- 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 supports the future of 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 this year.

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, 2019, and expires on November 11, 2020. The policy number is PHPK1097867.
- 2) LEAP's worker's compensation policy is provided by Hanover Insurance Company (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, 2019, and will continue until November 1, 2020. 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, 2020; the policy will continue until January 17, 2021. 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 thirteen 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 16 years and the Assistant Director has worked at LEAP for a total of 4 years. The Site Coordinator and Big Kids Lead Teacher are both in their third 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 of 1995, LEAP began its occupancy of Pod C.

Over the last two and a half 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.

For the past 7 years, LEAP's enrollment has been steadily increasing. We value our tenure in this community, and we look forward to continuing to expand our program finding more ways to integrate ourselves with the Lincoln Community.

Staff Training and Experience

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

- Katie Hawkins, LEAP 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.
- Bob Gaudette, Financial Administrator, has his B.A in Finance and Accounting.
- Debbie Dellascio, Kindergarten Coordinator and Assistant Director has a B.A. in Sociology.
- Emily Giroux, 3rd and 4th Grade Coordinator and STEM Specialist, has her B.F.A in Art Education and has completed numerous coursework in the sciences.
- Alicia Collura and Marissa DeAmicis, LEAP's Kindergarten Group Leaders, both have Bachelor's Degrees. Marissa is working towards a Masters Degree in Special Education.
- Bailey Loughlin, 3rd and 4th Grade Group Leader, has a B.A. in History.

The rest of the staff members are at various stages in their education. Five of our group leaders are currently working towards a Bachelor's Degree, including one who is pursuing a dual degree in Psychology and Special Education. Others are considering majoring or adding a minor in Education.

In Addition, we employ three part time high-school students, who have demonstrated an interest and talent for working with younger children. Two of these students also work as camp counselors during the summer months.

Before being hired by LEAP, staff members are processed through the Criminal Offender and Sexual Offender Registries (CORI and SORI). Employees may not work with children until the background checks are returned to LEAP and the employee has been 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 before their first day of employment.

LEAP's 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 which they use towards the enrichment of LEAP. A few examples of staff selections in recent years include the Northeast Leadership Conference, an event on non-violent crisis intervention at the Crisis Prevention Institute, Social Media Marketing for small business, Compassion Cultivation Training, and the Tri-District Forum on Anxiety and Mental Health, a Town of Lincoln sponsored event. This year two employees are registered to attend a Youth Mental Health First Aid course through the American CAMP Association.

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, 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, children are split into groups and travel between different stations, each with a different scientific activity. Every spring, we invite a Drone Enthusiast Lincoln resident to teach students about the exciting world of Drones, and the scientific advancements they mean for our future. We also celebrate Halloween, various winter holidays, Valentines Day, Dr. Seuss day, and we host an annual Spring Carnival.

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 to an Apple Orchard, Roller Kingdom, Drumlin Farm, and to the APEX Entertainment Center. Field trips depart after the children eat lunch and return by 4:30p.m. Field Trip costs are included in LEAP's monthly tuition rates.

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 on campus for music lessons or other activities to do so with appropriate supervision.

Community Involvement and Educational Activities

- **Technology** — In 2018 we purchased five new Chromebooks, bringing us to a total of 15. LEAP also retains two iPads. By expanding access to technology, LEAP students are able to use a computer to complete homework assignments and participate in stem activities.
- **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've maintained this option as a daily activity for the past two school years so that every day, students have the option of developing their STEM skills and engage 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. Last year we hosted Lincoln Conservation Director Tom Gumbart to present about ticks, poison ivy, and invasive plants. In past years, LEAP has had presentations from a magician, 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** — Every other year, LEAP students walk to our town Water Department and reservoir. Director Greg Woods invites students into the building and teaches us about how Lincoln collects, cleans, and distributes water to the town. He speaks about water conservation and allows students to tour the facility and see the machines that allow water to get from Sandy Pond reservoir into their water at home.
- **Community Service** — LEAP participates in community service activities throughout the 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, which were 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. Children also make cards for veterans, learn about Random Acts of Kindness, create Kindness Rocks, and most recently we held a t-shirt art contest to raise funds for the fires that affected Australia.
- **COA collaboration** — For the past three 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. We plan on continuing this support in the coming years. 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 and expand on our activities.

- **Childcare for Town and School Events** — LEAP is proud to offer childcare for important town and school events such as Town Meetings, Parent Conferences, and school vacations. We ensure that our facilities and staff are made available to the Lincoln community at large, not only our registered families. 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: Andy Wang

Clerk: Anne McLaughlin

Parent Representatives: Sara Morneau, Tamara Rip, and Jen Brown

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. In the past, she has helped the board update documents and improve our corporate governance.
- James Suttie, 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.
- 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.
- Peter Lowy, Manager at Codman Farm, allows us to use space for events and fundraising activities.

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 always 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

LEAP continues to provide a universal 25% tuition discount to Lincoln Public Schools employees. This policy impacts 5 families, including families employed on the Hanscom school campus. 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 2019-2020 school year, LEAP gave \$25,000 in financial assistance to over 15 families, allowing more than 25 children to attend this program.

Monthly Rates

Our regular monthly rates for the 2019-2020 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 Request for Additional Space

For the past 7 years, LEAP's enrollment has been steadily increasing. For the second year in a row, LEAP enrolled 25 new kindergarteners to the program. This brings our total enrollment to 135 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 26 students enrolled this year, compared to 22 students last 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 (including staff). 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 due to limited space. With our numbers projected to increase, we are actively searching for ways to expand the space that we are so fortunate to lease.

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
- 2019-2020: \$31,650

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.

This facility has served our community for more than 2 decades and has been a wonderful environment for our students and program to grow. As we continue to expand the community that we have established, we are eager to explore possibilities and look forward to hearing the recommendations from the Lincoln School Committee.