



Department of Human Service Programs / Community Schools Division

Longfellow Neighborhood Council & Community School Spring Session

February 24th – June 12th, 2020



359 Broadway
Cambridge, MA
617-349-6260

Sikha Sen (Director)

ssen@cambridgema.gov

www.cambridgema.gov/dhsp/longfellow

Spring Session

February 24th - June 12th, 2020

Longfellow Neighborhood Council & Community School

359 Broadway

Cambridge, MA 02139

Contact: Sikha Sen

617-349-6260 (office) 617-233- 4021 (cell)

ssen@cambridgema.gov

Longfellow Community School Office Hours

Monday- Friday 10:00am- 1:00pm

To reach the office: Use the door #7. Corner of Broadway and Fayette St.

The Longfellow Neighborhood Council is a group of Longfellow area residents who care about their neighborhood and who meet regularly to discuss the issues which affect our community. Topics to include programming for children and adults in the Longfellow Community School, activities in the neighborhood parks during the summer, park renovation and maintenance. The Council sponsors special events which include Halloween parties, Ski Trip and neighborhood caroling.

The Longfellow Community School Music Program "Evenings with Longfellow" and Yoga will continue along with our partnerships with The Spaulding Center and Cambridge Rehab to bring you our Monthly book club, Art project and seasonal musical concerts.

If there is a class or activity that you would like to see us offer, please let us know.

Any interested adult living in the area is welcomed to join the Council. Council meetings are at 6:00pm on the second Tuesday of each month in the Longfellow building/King Open School Community School cafeteria. **For further Longfellow Council information, please call Sikha Sen at 617 349 6260 (w) or 617 233 4021 (cell)**

Council Members

George Bossarte	Charles Rogers	Patricia Walsh
Ken Bowles	Ruth Walsh	
Chris Robins	Tuny McMahon	
Sarah Bell	Emma Stickgold	

Administrative Staff

Roslyn Shoy, Division Head
Elizabeth Lewis, Program Manager
Sikha Sen, Community School Director

Program Policies and Procedures

PAYMENTS

Full payment is due at time of registration; however, a payment plan can be arranged with the director. Checks or Money Orders (NO CASH) should be made payable to: Longfellow Community School. If you have an outstanding balance with any Department of Human Service Program, your child's registration will not be accepted until all payments are made. Class fees are based on the number of weeks a class meets. **Returned checks** will be charged an additional \$25.00. Full payment must be made within 48 hours to avoid disruption in your child's schedule.

REFUNDS

We understand that there may be times when a class is not what your child expected. A full refund will be given if we are notified within 24 hours after the first class. Partial refunds will only be given if a child is no longer able to participate due to medical reasons. Refunds are not issued for missed classes.

EARLY RELEASE DAYS

Regularly scheduled classes will be held on Early Release Days.

FINANCIAL ASSISTANCE

Partial scholarships are available to families who qualify. Please request a financial aid form from the director. Income verification in the form of W – 2 or 4 current pay stubs must be submitted with the application.

All information provided will be kept confidential. Deadline for financial assistance is Feb. 15, 2019.

CHILD PICK UP & ABSENCES

Children will only be released to those you have authorized on your child's registration / emergency card. If there is any change in pick up arrangements the director must be notified in advance. Only children ages 9 & up will be allowed to walk home with parent/guardian permission. Please notify us my phone or email if your child will be absent from the program.

LATE FEE POLICY

Instructors are not responsible for children after the class ending time. All children must be promptly picked up at the end of class. There will be a late fee of \$1.00 per minute for each minute you are late after the scheduled pick up time. Late fees must be paid within 48 hours to avoid disrupting your child's participation in the program. Chronic lateness may result in suspension of your child's participation in the program.

PROGRAM CLOSINGS

Classes are not held on city holidays, snow days or on days the Cambridge Public Schools are closed.

SCHOLARSHIP DRIVE

We welcome your contribution to assist us with providing scholarships to families in financial need. You may choose to support a program or contribute to our general scholarship fund. We thank you for your support.

Equal Access

The City of Cambridge, Department of Human Service Programs / Community Schools Division does not discriminate in providing services based on race, religion, national origin, cultural heritage, political beliefs, sexual preferences, marital status, or disability. The Department of Human Services will provide auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures to qualified individuals with disabilities upon request. For more information call 617-349-2000 (voice) or 617-492-0235.

Inclusion Policy

Department of Human Service Programs welcomes individuals with disabilities in all its Out of School Time Programs. DHSP will provide reasonable accommodations to individuals with disabilities who meet the basic eligibility requirements of the OST Programs or who with the provision of reasonable accommodations will be able to meet the basic eligibility requirements to facilitate equal participation for those individuals in existing OST Programs.

Disciplinary Procedure

When a child's behavior has been unusually difficult or disruptive, the CS director will communicate with the child's parents/guardian about the incident(s). The goal of this conversation is to solicit their insights into the causes of the behavior. Parents/guardians' cooperation and support is an important part of resolving any behavior problems. If the problem persists, a parent/guardian conference will be scheduled to discuss the problem and formulate an action plan for addressing the problem behavior in the classroom.

In cases where a child's behavior poses a threat to his/her own safety or the safety of others, with the recommendation of the Program Manager and the Division Head, the child may be removed from the group or program for a period. Before the child may return to the program, a conference will be held with the Director, Program Manager, parents/guardians, and in some cases, the child, to determine whether it is appropriate for a child to continue in the program. When it is appropriate for a child to continue in the program, an action plan will be created and implemented. In some cases, this action plan may include recommended counseling for the child.

If the standards for safe participation in the program with the existing staff/child ratios cannot be met, the parent/guardian may be asked to withdraw the child from the program. In any case of withdrawal / termination, the DHSP staff will work with the parent/guardian to provide appropriate closure for the child.

If a child has been suspended from the regular school day the child may not attend Community School programming.



Programs begin Monday February 24th and ends Friday June 12th, 2020

Early Release Days

Regularly scheduled classes will be held on Early Release days.

Longfellow Community School Programs

Private Music Lessons for Adult & Children

Piano, Voice & Guitar

Monday through Friday

Time: 3:00– 7:00pm

Fee: Total Session \$375

(Private 30-minute lessons - \$25.00 per lesson)

Payment plans are available

Location of lessons:

War Memorial 1640 Cambridge St. (Door #14)

To register and arrange lesson time please call 617-233-4021

Instructors:

Danial Schenk (Piano, Voice & Guitar)

Elias P Badra (Piano & Voice)

Siyu Ecklund (Piano & Violin)

Programs For Adults

Yoga

Thursday

Time: 3:45 – 4:45

Location: Cambridge Spaulding Center – 1575 Cambridge Street

Fee: \$8.00 per class

Instructor: Melinda Bruno Smith



Programs for Senior Citizens

Book club & Art projects provided monthly

In collaboration with Dana St. Rehab Center

(Dates to be announced)

Please Note: All classes and activities are subject to change.

Program is closed on Holidays & Snow Days.

Classes cancelled due to snow will be rescheduled.

“Evenings with Longfellow”

In collaboration with MCNA (Mid Cambridge Neighborhood Association)

Continuing with our “Evenings with Longfellow” series. We will offer occasional events following the Longfellow Neighborhood Council Meeting.

The Council meeting is at 6:00 on the second Tuesday of the month.

“Evenings with Longfellow” event begins at 7:00. Some possibilities for these evenings include asking our local musicians, historians, gardeners, poets, travelers’ computer whizzes, handymen and animal lovers etc. to share their expertise with us. Please watch for flyers advertising these events.

Save the Date

Camp Night:

Day: Wednesday

Date: March 4th, 2020 /Snow day: March 11th

Time: 6:30 - 8:30pm

Location: CRLS Cafeteria

Adult Recital:

Day: Tuesday

Date: March 24th, 2020

Time: 7:00 - 8:00pm

Location: 23 Fayette St.



Children Recital

Day: Friday

Date: May 8th, 2020

Time: 4:00 - 6:00pm

Location: Cambridge Presbyterian Church
1418 Cambridge St. Cambridge

**LONGFELLOW COMMUNITY SCHOOL
SCHOOL YEAR 2020-21 REGISTRATION FORM**

Child's Name _____ DOB _____ Age ____ Gender _____

Teacher _____ Grade _____ Room # _____

Address _____

Ethnicity:

African Am _____ Latino _____ Haitian _____ Caucasian _____ Asian _____ Other _____

Parent/Guardian Name (1) _____

Relationship _____

Home Number _____ Cell Number _____ Work Number _____

Email Address _____ (please print clearly)

Parent/Guardian Name (2) _____

Relationship _____

Home Number _____ Cell Number _____ Work Number _____

Email Address _____

Emergency Contact Name (1) _____

Relationship _____

Home Number _____ Cell Number _____ Work Number _____

Emergency Contact Name (2) _____

Relationship _____

Home Number _____ Cell Number _____ Work Number _____

Does your child have an IEP (Individual Ed Plan) Yes _____ No _____

Does your child have any allergies or medical conditions that we should be aware of? Yes ___ No ___

If yes, please describe: _____

Does your child have an Epi Pen? Yes _____ No _____ Does your child have an inhaler? Yes _____ No _____

I hereby give permission for my child to participate in all Longfellow community School activities and trips.

Parent/Guardian Signature _____ Date: _____

I hereby give permission for my child to walk home when class is dismissed (Age 9+ only).

Parent/Guardian Signature _____ Date: _____

I give my permission to the City of Cambridge/Community Schools to use photographic and video images of my child and family for publicity purposes. I acknowledge that publicity could include the use of our names and images in any slide shows, websites, social media, or articles submitted for publication and distribution.

Parent/Guardian Signature _____ Date: _____