

LeXPLORations aide application

LEXINGTON COMMUNITY EDUCATION/LEXPLORATIONS 2019

APPLICATION FOR SUMMER AIDE • **Please complete both sides**
FOR STUDENTS ENTERING GRADES 10, 11, and 12 in September 2019 ONLY

Name: _____

Address: _____ Zip _____

Home Phone: _____ Cell Phone: _____

Email: _____ Date of Birth _____ Grade: Sept 2019: 10th/11th/12th

T Shirt Size: Youth L Youth XL Adult S Adult M Adult XL

Special Interests, talents, skills: _____

Previous experience with children (please describe): _____

Lexplorations will be at the Estabrook School as well as Lexington High School. Generally, elementary and younger middle school students are at Estabrook and older middle school and high school students are at LHS. Please indicate location and weeks you are free to volunteer:

		Estabrook	LHS
Session One	July 1 – July 5 (4 Day Program)		
Session Two	July 8 – July 12		
Session Three	July 15 – July 19		
Session Four	July 22 – July 26		
Session Five	July 29 – August 2		

Total number of weeks I wish to volunteer: _____

My preference for grade level of students I will work with is:
Grade K-2 _____
Grade 3-5 _____
Grade 6-9 _____

Assignments are made on a first come, first served basis. Please submit your application early. Our volunteer aides work from 8:45am til 3:00pm, Monday through Friday. Aides will also be required to attend a short informational meeting at Estabrook on Monday at 8:30am. If you are assigned to Lexington High School please contact our office (781 862 8043) for this important information. We make every effort to place volunteers where they will be happiest and do their best work -- but we must also meet our teacher's needs as well.

Parent #1 Name: _____

Daytime Phone: _____ Cell Phone: _____

Parent #2 Name: _____

Daytime Phone: _____ Cell Phone: _____

Please include a \$10.00 non-refundable aide application fee. Pay by credit card or make checks payable to Lexington Community Education

PLEASE CHARGE THE FOLLOWING CREDIT CARD

VISA MASTERCARD

Amount to Charge: \$ _____

Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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Signature: _____

Expiration Date

		-		
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(Name as it appears on credit card)

V-code is the last 3 digits of the number above your signature on the back.

Month

Year

I/We the parents/guardians of _____ a minor, hereby consent to his/her participation in the Lexington Community Education's LEXPLORATIONS summer program, the taking of photos of my child and/or promotion of the program, and to his/her use of the Lexington Public School facilities and equipment. I/We further agree to release and save harmless the Lexington Public Schools, its officers, employees, agents and attorneys from any and all liability or expenses arising out of any incident involving, or any account of any inquiry to the above-named minor in connection with such program. I/We hereby give permission to Lexington Community Education to authorize emergency personnel and /or physician(s) at a local hospital to secure proper treatment of my/our children as named above, in the event that LCE attempts to reach parents are unsuccessful. I/We agree to abide by LCE policies.

_____ Parent Signature

_____ Date

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LEXINGTON COMMUNITY EDUCATION

146 MAPLE STREET, LEXINGTON MA 02420

PHONE: 781-862-8043 • Ice-lexplorations@lexingtonma.org

SUMMER AIDES FOR LEXPLORATIONS

Thank you for your interest in LEXPLORATIONS, our summer program for children. Please complete the aide application and return it to us with a \$10.00 non-refundable application fee.

Our high school student aides work closely with individual teachers in our summer programs. The hours our aides work are from 8:45am until 3:00pm, Monday through Friday. Aides are also required to attend a short, informational meeting at Estabrook on Monday at 8:30am. If you are assigned to Lexington High School please contact our office (781 862 8043) for this important information. We try and match your interests with the program topic, if possible. We also try and place you with the requested age group.

Aides are NOT students in the class. They assist the teacher in many ways, including working one-on-one with a student; helping small groups perform an activity; being a "gofer" for supplies and messages; reading aloud; supervising play during recess periods; talking with students; calming an upset child; helping with very simple first aid procedures; and many other tasks as needed. Aides are expected to behave in a mature, responsible fashion at all times and to be responsive to the needs of the teacher and student. All aides and staff must be totally respectful at all times of each child's personal integrity.

Cell phones may not be used in the classroom or on the playground. Taking photos of the children/students is not allowed under any circumstances.

Aides get full credit for community service hours -- as many credits as hours are worked. We will send you the community service forms with your confirmation letter. Your summer teacher should be asked to sign this form at the end of the week. If an aide's work is seriously unsatisfactory, he or she will be asked to leave. No community service hours will be granted if the aide is dismissed. Lexington Community Education reserves the right to reassign aides to meet the needs of teachers/staff.

If you have any questions or wish to speak with the LCE staff, please call or visit our office. The number is 781-862-8043, and during the school year our office is located at 146 Maple Street (LPS Central Office). We are open from 10AM til 3:30PM Monday through Thursday and at LHS Room 142 from 4PM – 9PM Mon-Thursday.

I have read, understood and will abide by the job description above.

Signature of HS Student: _____ Date: _____