

LexPLORATIONS aide application

LEXINGTON COMMUNITY EDUCATION/LEXPLORATIONS 2017 APPLICATION FOR SUMMER AIDE – Please complete BOTH Sides *FOR STUDENTS ENTERING GRADES 10, 11, and 12 in September 2017 ONLY*

Name: _____
 Address: _____ Zip _____
 Home Phone: _____ Cell Phone: _____
 Email: _____ Date of Birth _____ Grade: Sept 2017: 10th/11th/12th
 T Shirt Size: Youth L Youth XL Adult S Adult M Adult L Adult XL
 Special Interests, talents, skills: _____
 Previous experience with children (please describe): _____

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

		Harrington	LHS	
Session One	July 3 – July 7 (4 Day Program)	<input type="checkbox"/>	<input type="checkbox"/>	Total Number of Weeks I Wish to Volunteer _____
Session Two	July 10 – July 14	<input type="checkbox"/>	<input type="checkbox"/>	
Session Three	July 17 – July 21	<input type="checkbox"/>	<input type="checkbox"/>	
Session Four	July 24 – July 28	<input type="checkbox"/>	<input type="checkbox"/>	
Session Five	July 31 – August 4	<input type="checkbox"/>	<input type="checkbox"/>	

My preference for grade level of student 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 Harrington 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.

Please charge \$10 to the following credit card: VISA ___ MasterCard _____

Account Number _____ Expiration Date __/__/__ V Code: _____

Name on Card: _____ Signature: _____
 Or make checks payable to: Lexington Community Education

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
Lexplorations@sch.ci.lexington.ma.us
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 Harrington 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. Lexington Community Education reserves the right to reassign aides to meet the needs of teachers/staff.

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.

Our aides enjoy their experience with Lexington Community Education. We try and create a very relaxed and enjoyable atmosphere in our programs, and want you to have a positive experience.

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 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:** _____