



# FKO Carroll Peabody School Year 2025-2026 (AFTERSCHOOL)

## Information and Reminders

### Contact Information

| Name             | Position                      | Phone Number | Email  |
|------------------|-------------------------------|--------------|--|
| Lisa Fera        | Carroll Site Director         | 978-998-2875 | <a href="mailto:lfera@fkoafterschool.org">lfera@fkoafterschool.org</a>           |
| Patricia Namey   | District Director             | 978-778-0189 | <a href="mailto:pnamey@fkoafterschool.org">pnamey@fkoafterschool.org</a>         |
| Suelen Francisco | Admin Assistant               | 857-201-1125 | <a href="mailto:sfrancisco@fkoafterschool.org">sfrancisco@fkoafterschool.org</a> |
| Elyse Lambert    | Behavioral Health Coordinator | 781-854-8043 | <a href="mailto:elambert@fkoafterschool.org">elambert@fkoafterschool.org</a>     |
| Felicia Rocha    | Family Enrollment Specialist  | 978-778-5032 | <a href="mailto:frocha@fkoafterschool.org">frocha@fkoafterschool.org</a>         |

#### Dismissal

- Pick up is between 4:30pm and 5:30pm at door 6 (located on Northend Street.) \$2/min late pick up fee after 5:30pm.
- Please notify site if you are running late.
- Children MUST be picked up by somebody 16 or older and authorized in registration. No child can walk home.
- Parents/guardians must sign their child in and out of the program each day.
- Please have your ID ready, especially if it is not the typical adult picking up.
- Absent Call Out Policy: Please remember to call, email or text us prior to the program start time if your child will be absent for any reason.

#### Meals and Snacks

- Afternoon snack is provided daily (menus available on site).
- FKO IS PEANUT FREE - children should not be bringing peanut products from home.
- Please let us know if your child has any dietary restrictions.
- If children choose to bring snacks from home, reminder that FKO can not re-heat childrens food.

#### Items from Home

- Children should not be bringing items from home. In the event they do, FKO is not responsible for anything that is lost, stolen, traded or damaged.
- All children's cell phones must be kept away during the program day. Families are asked to utilize the site phone if you need to reach your child.

#### Health and Wellness

- **Medication Requirement:** If your child takes medication (at home, at school or at FKO), you must complete an [FKO Medication Packet](#) prior to your child's first day. Any medication that will be administered on site at FKO also requires a physician's signature.
- **Individual Health Care Plan:** If your child has a chronic health condition, an [Individual Health Care Plan](#) must be completed before their first day.

**For absences or early pick-up please call: 978-854-3202**



# FKO Carroll Peabody School Year 2025-2026 (BEFORE THE BELL)

## Information and Reminders

### Contact Information

| Name             | Position  | Phone Number | Email  |
|------------------|---|--------------|--|
| Patricia Namey   | District Director and<br>Carroll Before the Bell<br>Site Director | 978-778-0189 | <a href="mailto:pnamey@fkoafterschool.org">pnamey@fkoafterschool.org</a>         |
| Suelen Francisco | Admin Assistant   | 857-201-1125 | <a href="mailto:sfrancisco@fkoafterschool.org">sfrancisco@fkoafterschool.org</a> |
| Elyse Lambert    | Behavioral & Mental<br>Health Coordinator                         | 781-854-8043 | <a href="mailto:elambert@fkoafterschool.org">elambert@fkoafterschool.org</a>     |
| Felicia Rocha    | Family Enrollment<br>Specialist                                   | 978-778-5032 | <a href="mailto:frocha@fkoafterschool.org">frocha@fkoafterschool.org</a>         |

### Reminders

- Children must be dropped off at door 6 (located on Northend Street) between 7:15am - 8:15am.
- Absent Call Out Policy: Please remember to call, email or text us prior to the program start time if your child will be absent for any reason.
- Children should not be bringing items from home. In the event they do, FKO is not responsible for anything that is lost, stolen, traded or damaged.
- All children's cell phones must be kept away during the program day. Families are asked to utilize the site phone if you need to reach your child.

### Health and Wellness

- **Medication Requirement:** If your child takes medication (at home, at school or at FKO), you must complete an [FKO Medication Packet](#) prior to your child's first day. Any medication that will be administered on site at FKO also requires a physician's signature.
- **Individual Health Care Plan:** If your child has a chronic health condition, an [Individual Health Care Plan](#) must be completed before their first day.

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