

# 2022-2023

## POLICY HANDBOOK



# SMART START EXTENDED DAY

## Brockton Public Schools

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# SITE SUPERVISORS

SCHOOL	SITE SUPERVISOR	EMAIL/ CELL PHONE NUMBER	EXTENDED DAY PHONE NUMBER
<b>Angelo School</b> 472 North Main St. Brockton, MA	Dana Cohen Tina Eastman Emily Thibeault	<a href="mailto:ExtendedDayAngelo@bpsma.org">ExtendedDayAngelo@bpsma.org</a> Cell Phone: (774) 517-7104	
<b>Arnone School</b> 135 Belmont St. Brockton, MA	Shelbi Donato Natasha Miles Dominic Santo Debra Williams	<a href="mailto:ExtendedDayArnone@bpsma.org">ExtendedDayArnone@bpsma.org</a> Cell Phone: (774) 517-7098	(508) 894-4264
<b>Baker School</b> 45 Quincy St. Brockton, MA	Timothy Mack Elizabeth O'Brien Nicole Thomas Shannon Whitehead	<a href="mailto:ExtendedDayBaker@bpsma.org">ExtendedDayBaker@bpsma.org</a> Cell Phone: (781) 857-8678	
<b>Brookfield School</b> 135 Jon Drive Brockton, MA	Brandon Cicchetti Diane Perrault Tiffany Woods	<a href="mailto:ExtendedDayBrookfield@bpsma.org">ExtendedDayBrookfield@bpsma.org</a> Cell Phone: (781) 857-8601	
<b>Davis School</b> 380 Plain St. Brockton, MA	Jennifer Baker Brian Ferrari Maria Silva	<a href="mailto:ExtendedDayDavis@bpsma.org">ExtendedDayDavis@bpsma.org</a> Cell Phone: (774) 517-7150	(508) 580-7215
<b>Downey School</b> 55 Electric Ave. Brockton, MA	Toni Harris-Castro James Hatch AnnaLee Weatherbee	<a href="mailto:ExtendedDayDowney@bpsma.org">ExtendedDayDowney@bpsma.org</a> Cell Phone: (774) 517-7224	(508) 894-4273
<b>George School</b> 180 Colonel Bell Dr. Brockton, MA	Lauren Caldeira Maria Lobo-Andrade Janine Sorrenti	<a href="mailto:ExtendedDayGeorge@bpsma.org">ExtendedDayGeorge@bpsma.org</a> Cell Phone: (774) 517-7231	(508) 580-7594
<b>Gilmore School</b> 150 Clinton St. Brockton, MA	Ashley Abbondanza Kaitlyn Enos Elizabeth Morin Adam St. Peter	<a href="mailto:ExtendedDayGilmore@bpsma.org">ExtendedDayGilmore@bpsma.org</a> Cell Phone: (774) 517-7233	
<b>Hancock School</b> 125 Pearl St. Brockton, MA	Vilma Andrade Julie Quill Joquebede Sanca Amy Simon	<a href="mailto:ExtendedDayHancock@bpsma.org">ExtendedDayHancock@bpsma.org</a> Cell Phone: (781) 857-8791	(508) 580-7216
<b>Kennedy School</b> 900 Ash St. Brockton, MA	Maureen Donaruma Kelly LaBelle Emily Weldon	<a href="mailto:ExtendedDayKennedy@bpsma.org">ExtendedDayKennedy@bpsma.org</a> Cell Phone: (774) 517-7274	
<b>Raymond School</b> 125 Oak St. Brockton, MA	Leanne Anderson Carla Fernandes Lisa Looney Christine Sowden Raynard	<a href="mailto:ExtendedDayRaymond@bpsma.org">ExtendedDayRaymond@bpsma.org</a> Cell Phone: (774) 517-7277	(508) 580-7226

# MANAGERS OF SUBSIDIZED CARE & VOUCHERS

SCHOOL	MANAGER	EMAIL	PHONE NUMBER
Secondary Reviewer & Attendance	Katherine Cunningham	<a href="mailto:EDVOUCHER1@bpsma.org">EDVOUCHER1@bpsma.org</a>	(774) 480-4261
Angelo Baker Downey George Gilmore Kennedy	Susan Devaney Courtney Ryan	<a href="mailto:EDVOUCHER3@bpsma.org">EDVOUCHER3@bpsma.org</a> <a href="mailto:EDVOUCHER5@bpsma.org">EDVOUCHER5@bpsma.org</a>	(774) 480-4260 (774) 273-3013
Arnone Brookfield Davis Hancock Raymond	Meghan McPeck Kelly O'Connor	<a href="mailto:EDVOUCHER2@bpsma.org">EDVOUCHER2@bpsma.org</a> <a href="mailto:EDVOUCHER4@bpsma.org">EDVOUCHER4@bpsma.org</a>	(774) 480-4259 (774) 273-3006

## PROGRAM PURPOSE AND PHILOSOPHY

The Brockton Public Schools Smart Start Extended Day Program is an enriching before- and after-school program. This program is offered during the school year in all 11 of our elementary schools: Angelo, Arnone, Baker, Brookfield, Davis, Downey, George, Gilmore, Hancock, Kennedy, and Raymond schools. Our year-round program provides group childcare for children by experienced staff who are also largely Brockton Public Schools certified teachers and support staff. Additionally, we offer an annual full-day summer program located at one of our sites.

Smart Start Extended Day is a Funded Program as defined by the Department of Early Education and Care (EEC) and adheres to all policies set forth by EEC for Funded Programs, including the acceptance of childcare contracts and vouchers. The program normally maintains a staff-to-student ratio of 1:13.

The Smart Start Extended Day Program provides a balance of physical, intellectual, emotional, and social experiences in a safe and supportive environment. Activities include homework assistance and physical activity as well as arts and crafts, science and technology, cooperative games, cooking, dramatic play, building and much more. Play experiences that encourage social and cooperative interactions with both staff and peers are an important component of the Smart Start Extended Day Program and are experienced successfully at all sites.

We are partners with our families and value open communication and collaboration.

*The Brockton Public School System does not discriminate on the basis of race, religion, color, national origin, age, sex, veteran's status, sexual orientation, gender identity or disability in admission to, access to, treatment in or employment in its programs and activities. Procedures to ensure statutory provisions are delineated in the Brockton Public Schools Procedures Manual.*

## REGISTRATION

A separate registration form for the Smart Start Extended Day Program is required each school year for each child. All questions and concerns pertaining to your child's participation and enrollment should be directed to the Site Supervisors at each location during program hours of operation. You can also ask for information about the program by calling the office of the Community Schools of Brockton at (508) 580-7595 during normal business hours. School day personnel cannot register children for the Smart Start Extended Day Program.

All prior school year balances and summer program tuition balances must be paid in full before registration to a new school year program is completed. A payment plan may be approved by the Coordinator of the Smart Start Extended Day Program on a case-by-case basis.

All information that is requested in the annual registration form is for the welfare and benefit of your child, and to meet the required guidelines of the Department of Early Education and Care of Massachusetts. This information will be held in confidence by the program staff.

## REGISTRATION SCHEDULE

Until further notice, the Smart Start Extended Day Program has eliminated the option to register for a flexible schedule. **This means that your child's registration schedule in the program must remain the same week to week.**

## PROGRAM WITHDRAWAL

**A two-week notice in writing is required to withdraw your child** from the Smart Start Extended Day Program. Payment is still required during the last two weeks regardless of attendance.

## PHYSICAL LIMITATIONS AND SPECIAL NEEDS

It is important that you document on the registration form any physical, cognitive, or emotional conditions, or other concerns that may affect your child's safety and well-being during program operation.

The Smart Start Extended Day site supervisors and program staff will do their best to accommodate your child. Please be advised that we maintain a childcare ratio of 13 children to 1 adult and so we encourage a meeting prior to enrollment to discuss your child's special needs to ensure our program is the right fit for your family.

**Your child must be toilet trained prior to enrollment in the Smart Start Extended Day Program. Smart Start Extended Day does not do diaper or pull-up changes during the program.**

## **MEDICAL INFORMATION AND ILLNESS**

As mandated by the Department of Early Education and Care (EEC), you must provide the date of the child's last physical exam as well as an updated immunization record to be kept on file.

It is important that you document allergies and chronic health issues for your child on the registration form. In certain situations, an Individualized Healthcare Plan (IHCP) signed by your child's doctor may need to be kept on file with the program.

During vacation weeks and the summer program, a registered nurse will be available to administer medication.

If prescribed to your child, please provide an inhaler and/or EpiPen to be used in case of emergency and to be easily accessible during program hours. The inhaler and EpiPen must stay in the original box with the name of the child clearly labeled.

If your child becomes ill during program hours, you will be contacted and asked to pick up your child as soon as possible.

## **EMERGENCY CONTACT INFORMATION**

As part of the registration process, you are required to document at least two (2) emergency contacts who are not the primary or secondary account holder. Please update these contacts and phone numbers as needed by speaking with a site supervisor at your site. The site supervisor may call your emergency contacts when they cannot reach you for illness-related reasons or for early pickup during poor weather.

All emergency-contact people will be asked to show photo identification at pickup.

## **HOURS OF OPERATION**

The Smart Start Extended Day Program operates on days that the Brockton Public Schools are open. The program runs from 7:00 AM to the beginning of the school day, and from the end of the school day until 6:00 PM. Additionally, the program operates from 7:00 AM to 6:00 PM during school vacations and during the summer program.

## HOLIDAY AND SCHOOL VACATION INFORMATION

The Smart Start Extended Day Program is closed for all federal and state holidays. The program is open at ONE site during December, February, and April School Vacations. Please refer to the calendar on page 13 for a specific list of closure days.

A separate registration form is required to attend the School Vacation Week programs. Registration information for these full day programs will be available at each Extended Day site and you must adhere to the registration deadlines. **Late registrations will not be accepted.**

If your child requires medication during the school day, you will be required to complete a Medication Form and bring the prescriptions in their original labeled bottle to the vacation site. Only a registered nurse will administer medication. If your child has an inhaler or EpiPen, those must also be brought to the vacation site in their original labeled package for emergency use at the program.

Breakfast and lunch will be served daily during vacation day programming.

## SUMMER PROGRAM

The Smart Start Extended Day Program is open each summer for a full day program in July and August. Summer information and registration is available annually in May. General inquiries about the summer program can be directed to a Site Supervisor or to the Program Coordinator.

## TUITION RATES

Program tuition rates are determined by the EEC and are subject to periodic increases, when mandated. Our tuition rates are comparable to other school-aged childcare programs operating in Brockton. Rates are subject to change, upon School Committee approval and parents will be notified accordingly.

School Day Rates:	AM only:	\$9.95 daily	\$49.75 weekly
	PM only:	\$20.91 daily	\$104.55 weekly
	AM and PM:	\$30.87 daily	\$154.35 weekly
	*Full Day Rate for Vacation and Summer	\$42.11 daily	\$210.55 weekly

\*Pre-registration is required for children to attend during vacation periods and/or the summer program.

**Once registered, your account will be billed weekly, without regard to student absences or discipline.**




## PAYMENT POLICY AND PROCEDURE

Tuition and any associated fees are due on a weekly basis on Friday, prior to the start of the upcoming week.

If payment has not been received after two (2) weeks, the Smart Start Extended Day Program reserves the right to terminate your child from the program.

Our Tax ID number is: 04-6001382 (City of Brockton). You can access your annual payment record by logging into the Parent Portal of EZ Child Track at <https://www.ezchildtrack.com/smartstart/>

We recommend the following three (3) options for easy and convenient payments:

1. Online payments on the EZ ChildTrack Portal 

Below is the QR code for the Smart Start Extended Day portal:



2. You can also click the link to make your online payments: <https://bit.ly/3a3HJwp>

**\*We have added Auto Pay as a payment option in your EZ Child Track account. We recommend that you enroll in AutoPay to pay for your weekly Extended Day fees.**

3. You can process a phone payment by calling the Site Supervisor at your site during Smart Start operating hours or by calling the Community Schools Office at 508-580-7595 during normal business hours.

## EXEMPTION OF FEES

The Smart Start Extended Day Program does not charge tuition for closed holidays, snow days or other emergency closures. Additionally, the program will not charge tuition during vacation weeks or during the summer unless your child is pre-registered to attend the vacation period or summer program.

If you have a subsidized childcare voucher or contract and anticipate a break in childcare for longer than 10 consecutive school days, you must contact your manager of subsidized care and complete a **Break in Service Form** to temporarily withdraw your child from the program.

## REPORTING STUDENT ABSENCES

If your child is enrolled in the Afternoon Session of the program and he/she is dismissed early from school, you must leave a message on the Extended Day answering machine. The site phone number is listed on page 4.

If your child has a **subsidized childcare voucher or contract**, you must report your child's absence to the Smart Start Site Supervisors at your school. You can report the absence in person or by phone or by email using the

site's email address listed on page 4. Failure to report the absences will jeopardize your childcare voucher or contract.

## AFTERNOON SNACK

A nutritious afternoon snack will be served to all students. If a student chooses to bring a snack from home, please do not provide any food that contains peanuts for the safety and well-being of all participants.

## ELECTRONICS

Children should **NOT** bring any electronic games, iPads, cell phones or devices to the Smart Start Extended Day Program. We want all children to actively participate in all classes, activities and events. Any such items brought into the program will be held by the Site Supervisor on duty and given to the parents/guardians at the end of the day. **We are not responsible for the loss or damage to any such devices.**

## ARRIVAL AND DISMISSAL

At each Smart Start Extended Day Site, the program entrance has drop-off and pick-up signage. Each child must be accompanied by an adult at drop-off. Each child must be picked up at the end of the day by an adult listed on the student's registration form. The parent/guardian must inform the Smart Start Extended Day Site Supervisor on duty if an adult who is not on the emergency contact list is picking up their child(ren).

### **Afternoon Pick Up Procedure:**

Parents and Guardians will be given a dismissal card which should be shown to program staff at pick up. This card will identify you as an authorized pick-up person for your child. Picture identification will be verified by program staff in the case of a lost or forgotten dismissal card.

Parents and Guardians are encouraged to call the program ahead of arrival so that students will be ready for a prompt dismissal. We appreciate your anticipated patience and cooperation.

## ELECTRONIC SIGN-IN AND SIGN-OUT PROCEDURE

The Smart Start Extended Day Program utilizes a paperless sign-in and sign-out procedure. Students are electronically checked in and out of the program using a bar code scanner on an ID badge, created by EZ Child Track. The bar code scanner records the check in and check out time of each student in EZ Childtrack.

Program staff will verify the identity of the pick-up person by asking for a program-issued dismissal card or photo identification.

## LATE PICK UP POLICY

The Smart Start Extended Day Program closes promptly at **6:00 PM**. Please arrive a few minutes early to allow your child time to gather his/her belongings. **If a child is not picked up by 6:00 PM you will be assessed a late fee of \$1 per minute, per child. All late fees are to the following week's tuition. After three (3) such instances, the program reserves the right to suspend or terminate your child/children from the Smart Start Extended Day Program.**

If there is an emergency, please make other arrangements for your child to be picked up and call the Site Supervisor. After a reasonable amount of time, and if the Smart Start Extended Day Supervisor has been unable to reach a parent or emergency contact, the Site Supervisor is required by the EEC to file a 51A petition with the Department of Children and Families (DCF), and to contact the Brockton School Police for assistance.

## INCLEMENT WEATHER AND DELAYED SCHOOL OPENINGS

**If Brockton Public Schools are closed, the Smart Start Extended Day Program will not operate.**

Announcements of school cancellations are made by **WBZ 1030 AM, Boston TV Stations, automated phone calls** and the district website <https://www.bpsma.org/schools/delayed-opening-schedules>.

For Delayed School Openings, the Smart Start Extended Day program will open **at 8:00 AM unless notified otherwise**. You can expect information through a School Messenger phone call or text message.

## BEHAVIOR POLICY

The Smart Start Extended Day program follows the discipline code of the Brockton Public Schools. Behavior expectations will mirror school day expectations. Regardless of disciplinary actions, accounts will be charged based off registration. Students will clearly understand the rules, limits, and expectations of behavior during program operation. We expect all students to behave safely. We will address unsafe or disruptive behavior in the following manner:

1. Smart Start Extended Day staff will remind the child of program expectations and encourage the child to express his/her feelings appropriately.
2. The child may be removed from a group activity and given the opportunity to regain composure privately by taking a supervised walk with program staff or by taking a break in the office with sensory tools. The Site Supervisor will speak to the parent at dismissal if this occurs.
3. If the unsafe or disruptive behavior persists after taking a break, the Site Supervisor will speak to the parent, provide written documentation of the incident, and work with the parent to devise a behavior plan.
4. It is expected that parents and guardians will maintain healthy positive communication with all Smart Start Extended Day staff. All adults will refrain from swearing, yelling, name-calling, and/or making threats.

It is important for parents, guardians, and Smart Start Extended Day staff to work together to ensure a safe and positive experience for your child. If you have questions about the behavior expectations, please contact the Supervisor of Smart Start Extended Day.

## WRITTEN WARNING, SUSPENSION AND TERMINATION POLICY

### **Student Expectations:**

The consequences for continued unsafe and/or disruptive behavior will include written warnings, suspensions, and program termination. The following unsafe and disruptive behaviors may result in written warnings or suspension from the program:

- Harmful verbal and/or physical behavior toward site supervisors, program staff, students, self, or property (Aggression: hitting, biting, scratching, kicking, spitting, pushing)
- Abusive language
- Bullying
- Stealing
- Leaving the area without permission
- Destruction or misuse of program property and/or school property
- Chronic disruptive and unsafe behavior

The Site Supervisor on duty will make the determination to write up a warning letter or a suspension letter after investigating the incident by speaking with program staff and student peers. If a parent/guardian wishes to discuss the incident, a meeting can be scheduled and attended by the parents(s), Site Supervisor and the Smart Start Extended Day Program Coordinator. After two (2) program suspensions, a meeting will be scheduled to evaluate if the Smart Start Extended Program is the appropriate setting for the child.

### **Parent/Guardian Expectations:**

The Director of Community Schools of Brockton or her designee, reserves the right to unenroll a student if a parent/guardian engages in ongoing high conflict verbal and/or physical behavior directed toward Smart Start Extended Day staff.

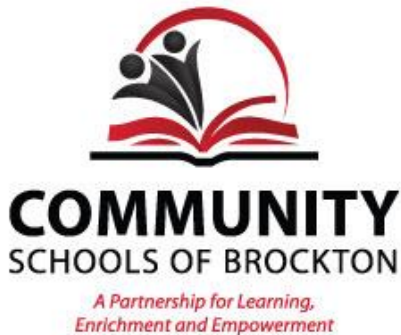
## CALENDAR FOR THE 2022-2023 SCHOOL YEAR

**The Smart Start Extended Day Program OPENS on Tuesday, September 6, 2022.  
The Smart Start Extended Day Program will be CLOSED on the following holidays/closures:**

MONTH/ DAY/YEAR	DAY OF THE WEEK	HOLIDAY (WHERE APPLICABLE)
8/22-8/25/22	Monday- Friday	Summer Recess
8/29/22-8/31/22	Monday-Wednesday	Professional Development
9/1/22-9/2/22	Thursday, Friday	Registration
9/5/22	Monday	Labor Day
10/10/22	Monday	Columbus Day
10/13/22	Thursday	Professional Development (PM Closure)
11/8/22	Tuesday	Election Day
11/11/22	Friday	Veterans' Day
11/17/22-11/18/22	Thursday-Friday	Conferences (PM Closure)
11/23/22-11/25/22	Wednesday-Friday	Thanksgiving Break
12/22/22	Thursday	Professional Development (PM Closure)
12/23/22	Friday	Holiday Early Release
12/26/22	Monday	Christmas (Observed)
1/2/23	Monday	New Year's Day (Observed)
1/16/23	Monday	Martin Luther King Jr. Day
1/26/23	Thursday	Professional Development (PM Closure)
2/20/23	Monday	Presidents' Day
3/9/23	Thursday	Professional Development (PM Closure)
4/7/23	Friday	Early Release (PM Closure)
4/27/23-4/28/23	Thursday-Friday	Conferences (PM Closure)
4/17/23	Monday	Patriots' Day
5/29/23	Monday	Memorial Day
6/15/22	Thursday	Last Day of School (pending no snow days)
6/19/23	Monday	Juneteenth

**\*The highlighted dates are pre-approved professional development days. Please note that on those half days, Smart Start will be open in the morning but closed in the afternoon.**

# Brockton Public Schools



## COMMUNITY SCHOOLS OF BROCKTON SMART START EXTENDED DAY

### **Coordinator of Smart Start Extended Day:**

Mrs. Carol McGrath  
M.Ed., CAGS

### **Director of the Community Schools of Brockton:**

Dr. Soraya de Barros Monteiro

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