

2024 - 2025 POLICY HANDBOOK



SMART START EXTENDED DAY

Brockton Public Schools

TABLE OF CONTENTS

Site Supervisors Information List.....3

Subsidized Care & Vouchers Managers List.....4

Program Purpose and Philosophy.....4

Registration.....4

Registration Schedule.....5

Program Withdrawal.....5

Physical Limitations and Special Needs.....5

Medical Information and Illness.....5

Emergency Contact Information.....6

Hours of Operation.....6

Arrival and Dismissal Procedures.....6

Late Pick Up Policy.....6

Schedule Changes and Program Withdrawal.....7

Tuition Rates.....7

Payment Policy and Procedure.....7

Breakfast and Snack8

Behavior Policy.....8

Written Warning, Suspension, and Termination Policy.....9

Jewelry/Electronics.....9

Program Closure Dates.....11

SITE SUPERVISORS

SCHOOL	SITE SUPERVISOR	EMAIL/ CELL PHONE NUMBER	EXTENDED DAY PHONE NUMBER
Angelo School 472 North Main St. Brockton, MA	Dana Cohen Emily Thibeault Amada Quinn	ExtendedDayAngelo@bpsma.org Cell Phone: (774) 517-7104	Use cell
Arnone School 135 Belmont St. Brockton, MA	Shelbi Donato Kayla Horton Natasha Miles Dominic Santo Debra Williams	ExtendedDayArnone@bpsma.org Cell Phone: (774) 517-7098	(508) 894-4264
Baker School 45 Quincy St. Brockton, MA	Colleen Crehan Timothy Mack Elizabeth O'Brien Shannon Whitehead	ExtendedDayBaker@bpsma.org Cell Phone: (781) 857-8678	Use cell
Brookfield School 135 Jon Drive Brockton, MA	Kim Barry Brandon Cicchetti Diane Perrault	ExtendedDayBrookfield@bpsma.org Cell Phone: (781) 857-8601	Use cell
Davis School 380 Plain St. Brockton, MA	Jennifer Baker Brian Ferrari Leann Kilduff Maria Silva	ExtendedDayDavis@bpsma.org Cell Phone: (774) 517-7150	(508) 580-7215
Downey School 55 Electric Ave. Brockton, MA	Alysia Gonzalez James Hatch Liz Putur AnnaLee Weatherbee	ExtendedDayDowney@bpsma.org Cell Phone: (774) 517-7224	(508) 894-4273
George School 180 Colonel Bell Dr. Brockton, MA	Sandra West Noelle Brower Maria Lobo-Andrade Janine Sorrenti	ExtendedDayGeorge@bpsma.org Cell Phone: (774) 517-7231	(508) 580-7594
Gilmore School 150 Clinton St. Brockton, MA	Ashley Abbondanza Elizabeth Morin Adam St. Peter	ExtendedDayGilmore@bpsma.org Cell Phone: (774) 517-7233	Use cell
Hancock School 125 Pearl St. Brockton, MA	Julie Quill Joquebede Sanca Amy Simon	ExtendedDayHancock@bpsma.org Cell Phone: (781) 857-8791	(508) 580-7216
Kennedy School 900 Ash St. Brockton, MA	Maureen Donaruma Kelly LaBelle Emily Weldon	ExtendedDayKennedy@bpsma.org Cell Phone: (774) 517-7274	Use cell
Raymond School 125 Oak St. Brockton, MA	Leanne Anderson Carla Fernandes Lisa Looney	ExtendedDayRaymond@bpsma.org Cell Phone: (774) 517-7277	(508) 580-7226

	Christine Sowden Raynard		
--	--------------------------	--	--

MANAGERS OF SUBSIDIZED CARE & VOUCHERS

SCHOOL	MANAGER	EMAIL	PHONE NUMBER
Voucher Manager and Secondary Reviewer	Meghan McPeck	EDVOUCHER2@bpsma.org	(774) 480-4259
Voucher Manager	Susan Devaney	EDVOUCHER3@bpsma.org	(774) 480-4260

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 registration form for the Smart Start Extended Day Program is required for enrollment in our program 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 or (508) 894-4257 during normal business hours. School day personnel are typically not available to assist with enrollment until the week before school begins.

All prior school year and summer program balances must be paid in full before registration to the 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 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. Registration will not be completed if this information and documentation is not provided.

If your child requires medication during the school day, you may be required to complete a Medication Form and bring the prescriptions in their original labeled bottle to the site. Only a registered nurse will administer medication. If your child has an inhaler or EpiPen, you are required to bring those to the Arnone School in their original labeled package for emergency use at the program. Please speak to a Site Supervisor if your child needs medication during program hours.

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 before school program will be open from 7:00 a.m. until the start of the school day at your child's school. The after school program runs from the end of your child's school day until 6:00 p.m.

General inquiries about the program can be directed to a Site Supervisor or to the Program Coordinator at 508-894-4257. Please see page 3 for a listing of schools and their contact information.

ARRIVAL/DISMISSALS

Arrivals - Students must arrive to the program between 7:00 a.m. and 8:40 a.m. each day (8:00 for the Davis School only). In order to keep accurate attendance records and ensure that all students are present and accounted for, we ask that your child arrive to our program before 8:40 a.m. Children and their parents that arrive after 8:40 a.m. will not be admitted through the program entrance door and will be asked to follow the typical entrance procedure of the school.

Dismissals – our dismissal time begins at 4:00 p.m. each day. This allow our program to have minimal disruptions and allows our supervisors to keep accurate attendance records and ensure that all students are present and accounted for.

If you need to pick up your child before 4:00 PM, please inform a Site Supervisor. The program closes promptly at 6:00 PM.

LATE PICKUP 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 their belongings. **If a child is not picked up by 6:00 PM you will be assessed a late fee or \$1 per minute, per child. All late fees are to be paid with the following weeks regular billing cycle.** 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 Site Supervisor has been unable to reach a parent or emergency contact, the Smart Start Extended Day Coordinator will be notified, and 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.

SCHEDULE CHANGES AND PROGRAM WITHDRAWAL

If you need to make any changes to your schedule once enrolled or intend to withdraw your child from the Program a two-week written notice is required.

TUITION RATES

Program tuition is based off the days a child is registered for, not days attended.

*Before School	\$11.57 daily	\$57.85 weekly
*After School	\$24.32 daily	\$121.60 weekly
*Both Before and After	\$35.89 daily	\$179.45 weekly
*Summer 7am to 6pm	\$48.96/daily	\$244.80 weekly

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

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

The Smart Start Extended Day Program prefers payment via credit card. We accept, Visa, MasterCard and Discover. We do not accept personal checks. Please refer to Payment Policy and Procedure below.

The Smart Start Extended Day Program does not charge tuition for closed holidays, weather related or other emergency closures.

We accept full day childcare vouchers and contracts. If you have any questions about your voucher or if your voucher schedule needs to be updated, please contact one of the two voucher managers listed on Page 2 or your PACE voucher manager.


PAYMENT POLICY AND PROCEDURE

Tuition and any associated fees are billed on Friday for the upcoming week. Tuition must be paid in full by Monday or the account will appear delinquent.

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. The payment is processed early Monday morning.**

3. You can process a phone payment by calling the Community Schools Office at 508-580-7595 or 508-894-4257 during normal business hours.

BREAKFAST/AFTERNOON SNACK

Breakfast and an afternoon snack will be available to all students. 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.

EXTENDED DAY BEHAVIOR POLICY

The Smart Start Extended Day program follows the discipline code of the Brockton Public Schools. Behavior expectations will mirror the 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:

As stated above, 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.

JEWELRY AND ELECTRONIC DEVICES

Children should **NOT** wear jewelry and/or 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 jewelry or electronic devices.**

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

20 Union Street
Brockton, MA 02301
(508)894-4257

2024 – 2025 Smart Start Extended Day Program

Program Closure Dates

Holiday or Closure Reason	Month/Day/Year	Schedule
Early Dismissal day	Wednesday, September 18, 2024	Open for Before School Care only on this day
Indigenous Peoples' Day	Monday, October 14, 2024	Closed for both Before and After School Care
Early Dismissal day	Wednesday, October 23, 2024	Open for Before School Care only on this day
Election Day	Tuesday, November 5, 2024	Closed for both Before and After School Care
Veterans Day	Monday, November 11, 2024	Closed for both Before and After School Care
Early dismissal day – Teacher Conferences	Thursday, and Friday, November 21 & 22, 2024	Open for Before School Care only on this day
Thanksgiving recess	Wednesday, Thursday and Friday, November 27-29, 2024	Closed for both Before and After School Care
Christmas recess	Tuesday and Wednesday, December 24 & 25, 2024	Closed for both Before and After School Care
New Year's recess	Tuesday, December 31, 2024 and Wednesday, January 1, 2025	Closed for both Before and After School Care
Martin Luther King, Jr. Day	Monday, January 20, 2025	Closed for both Before and After School Care
Early Dismissal day	Wednesday, January 29, 2025	Open for Before School Care only on this day
President's Day	Monday, February 17, 2025	Closed for both Before and After School Care
Early Dismissal day	Wednesday, March 19, 2025	Open for Before School Care only on this day
Early dismissal day – Teacher Conferences	Thursday and Friday, April 10 & 11, 2025	Open for Before School Care only on this day
Early dismissal – Good Friday	Friday, April 18, 2025	Open for Before School Care only on this day
Patriots' Day	Monday, April 21, 2025	Closed for both Before and After School Care
Memorial Day	Monday, May 26, 2025	Closed for both Before and After School Care
Early Dismissal day	Thursday, June 5, 2025	Open for Before School Care only on this day
Early Dismissal day	Thursday, June 12, 2025	Open for Before School Care only on this day
*Early dismissal – last day of school	Wednesday, June 18, 2025 *Subject to change if additional school days are added on due to school closures	Open for Before School Care only on this day