

# *Smart Start Extended Day*

## ***Policy Handbook***

**2021-2022**



**Brockton Public Schools**



**COMMUNITY**  
SCHOOLS OF BROCKTON

*A Partnership for Learning,  
Enrichment and Empowerment*

# COMMUNITY SCHOOLS OF BROCKTON

## SMART START EXTENDED DAY

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# MANAGERS OF SUBSIDIZED CARE & VOUCHERS

Office: Arnone School, 135 Belmont St., Brockton MA

SCHOOL	MANAGER	EMAIL	PHONE NUMBER
Intake and Family Document Collection	Katherine Cunningham	<a href="mailto:EDVOUCHER1@bpsma.org">EDVOUCHER1@bpsma.org</a>	(774) 480-4261
Angelo Baker Downey George Gilmore Kennedy	Susan Devaney	<a href="mailto:EDVOUCHER3@bpsma.org">EDVOUCHER3@bpsma.org</a>	(774) 480-4260
Arnone Brookfield Davis Hancock Raymond	Meghan McPeck	<a href="mailto:EDVOUCHER2@bpsma.org">EDVOUCHER2@bpsma.org</a>	(774) 480-4259

## SITE SUPERVISORS

SCHOOL	SITE SUPERVISOR	EMAIL/ CELL PHONE NUMBER	EXTENDED DAY PHONE NUMBER
<b>Angelo School</b> 472 North Main St. Brockton, MA	Kaitlyn Bryant Dana Cohen Tina Eastman	<a href="mailto:ExtendedDayAngelo@bpsma.org">ExtendedDayAngelo@bpsma.org</a> Cell Phone: (774) 517-7104	(508) 894-4533
<b>Arnone School</b> 135 Belmont St. Brockton, MA	Doug Dupuy 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	Robyn Derito Timothy Mack Elizabeth O'Brien	<a href="mailto:ExtendedDayBaker@bpsma.org">ExtendedDayBaker@bpsma.org</a> Cell Phone: (781) 857-8678	(508) 894-4387
<b>Brookfield School</b> 135 Jon Drive Brockton, MA	Christopher Leard Kelly O'Connor Debbie Peloquin	<a href="mailto:ExtendedDayBrookfield@bpsma.org">ExtendedDayBrookfield@bpsma.org</a> Cell Phone: (781) 857-8601	(781) 857-8601
<b>Davis School</b> 380 Plain St. Brockton, MA	Jennifer Baker Brian Ferrari Nicholas Robin	<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 Nicole Thomas	<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 MaryAnn Morrill Adam St. Peter	<a href="mailto:ExtendedDayGilmore@bpsma.org">ExtendedDayGilmore@bpsma.org</a> Cell Phone: (774) 517-7233	(508) 580-7374
<b>Hancock School</b> 125 Pearl St. Brockton, MA	Ashley Campbell Courtney Ryan Rachael Wilson	<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	(508) 894-4567
<b>Raymond School</b> 125 Oak St. Brockton, MA	Jenna Alves Leanne Anderson Shelbi Donato	<a href="mailto:ExtendedDayRaymond@bpsma.org">ExtendedDayRaymond@bpsma.org</a> Cell Phone: (774) 517-7277	(508) 580-7226

## 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.***

## COVID-19 INFORMATION

Information about adjustments to the Smart Start Extended Day Program related to COVID-19 are detailed throughout this handbook. The Smart Start Extended Day Program will adhere to all Health and Safety Guidelines provided by the Department of Early Education and Care, the Department of Elementary and Secondary Education, and the Brockton Public Schools. Additionally, the program will adhere to all policies related to COVID-19 that have been adopted by the Brockton Public Schools.

As of August 2021, we are awaiting updated guidance about COVID-19 protocols for the 2021-2022 school year. Our policies will be updated in accordance with the updated Health and Safety Guidelines provided by the Department of Early Education and Care, the Department of Elementary and Secondary Education, and the Brockton Public Schools.

## MASKS/FACE COVERING REQUIREMENTS

- In accordance with guidelines from the Department of Elementary and Secondary Education (DESE), all students and all staff members are required to wear a mask/face covering that covers their nose and mouth always, except during designated "mask breaks."
- Mask breaks will occur throughout the day in a manner that complies with health and safety standards and will include a designated outdoor area as well as indoor breaks.
- Masks/face coverings must be provided by the student/family; however, students will also be provided three (3) cloth masks and extra disposable face masks will be made available by the school for students who need them.
- Masks/face coverings are required to be worn by everyone on the bus during school bus transportation.
- Adults, including educators and staff, are required to wear masks/face coverings.
- Concerns regarding mask use will be addressed with supportive reminders and education on the safety provided by administrators, teachers, and counselors.
- Ongoing concerns regarding mask use will be addressed with students and families. It is important for students and families to understand that, for the safety of all, and in accordance with DESE guidelines, masks are not optional and must be worn as directed.
- Medical exemptions must be provided for those for whom it is not possible to wear a mask due to medical or disability related needs. Parents/guardians seeking an exemption must submit a note from their child's physician to the main office of their child's school on or before the first day of school.
- Face shields will be offered to those who have an exemption that prohibits them from wearing a mask.

## HANDWASHING AND HAND SANITIZER

- Students and staff are required to exercise hand hygiene (handwashing or sanitizing) upon arrival to school, before and after eating, before putting on and taking off masks, and before dismissal.
- When handwashing, individuals should use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with an individual disposable towel.
- If handwashing is not feasible, hand sanitizer with at least 60 percent ethanol or at least 70 percent isopropanol content can be used. Hand sanitizer should be applied to all surfaces of the hands and in sufficient quantity that it takes 20 seconds of rubbing hands together for the sanitizer to dry.
- Hand sanitizer dispensers will be installed in each of our classrooms and common areas.

## PHYSICAL DISTANCING

- The District will aim to maintain a physical distance of six feet between individuals.
- When a physical distance of six feet cannot be maintained, the District will aim to maintain a minimum distance of three feet between individuals.
- Classrooms will be configured in a manner that provides for the above-referenced physical distance between individuals.

- Movement through the building will be structured and limited to ensure social distancing guidelines are maintained.
- Additional safety precautions will be taken by the school nurses and/or any staff supporting students with disabilities in proximity when distance is not possible.

## MEETINGS/VISITORS

To support the health and safety of our staff and students, no outside guests will be allowed inside our school buildings until further notice. Parents who need to dismiss their child(ren) will be allowed to do so at the security window at each of our schools or outside of the designated Extended Day drop off and pick up location.

## EXHIBITING COVID-19 SYMPTOMS DURING PROGRAM HOURS

If a child exhibits symptoms of COVID–19 while in attendance in the Smart Start Extended Day Program, the following steps will be taken:

1. The student will be escorted to the designated Medical Waiting Room and monitored by healthcare support staff.
2. The parent will be notified immediately and asked to pick up the child as soon as possible.
3. The Site Supervisor and program staff will follow the Medical Waiting Room procedures of the Brockton Public Schools and alert the Coordinator of the Smart Start Extended Day Program.

## 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 Supervisor 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.

## 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 16 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 epi-pen, 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.

School Day Rates:	AM only:	\$9.39 daily	\$46.95 weekly
	PM only:	\$19.73 daily	\$98.65 weekly
	AM and PM:	\$29.12 daily	\$145.60 weekly
	*Full Day Rate for Vacation and Summer	\$39.73 daily	\$198.65 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.

## PAYMENT POLICY AND PROCEDURE


**Tuition is 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/>

The Smart Start Extended Day Program prefers payment via credit card. We accept Visa, MasterCard and Discover. We do not accept personal checks.

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

1. Online payments on the EZ ChildTrack Portal  Visit us at [www.brocktoncommunityschools.com](http://www.brocktoncommunityschools.com) and click on the link for Smart Start Extended Day. Once in Smart Start Extended Day, click on **“Make a Payment.”** You will be prompted to use the email address that you provided in your registration form to create an account, or log into an existing account.

**\*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.**

2. 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.
3. You can also mail a money order to the office of the Community Schools of Brockton at 43 Crescent St. Brockton, MA 02301. Be sure to include your name on the money order.

During the current health emergency, payments at the site are not allowed.

## 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.

### [Updated Exemption of Fees Information due to COVID-19](#)

If your child is absent from school and the Smart Start Extended Day Program for reasons related to COVID-19 exposure, the program tuition will be waived during said period. You must notify a Site Supervisor of all COVID-19 related student absences to receive a credit in tuition.

## 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 5.**

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, by phone or by email using the 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).

## UPDATED ARRIVAL AND DISMISSAL INFORMATION DUE TO COVID-19

All adults and children must wear masks on school grounds. All adults and children must practice social distancing with other parties at drop-off. For the safety of all, adults are not allowed inside the school buildings.

Parents should walk their children to the Smart Start Extended Day designated entrance. Parents will be greeted by program staff in the morning who will conduct visual screenings for COVID-19 symptoms outside of the program entrance.

### ***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 as we make sure that everyone is safe in our program.

## ELECTRONIC SIGN-IN AND SIGN-OUT PROCEDURE

For the health and safety of our parents and staff, the Smart Start Extended Day Program has implemented a paperless sign-in and sign-out procedure.

Students will be 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 will record 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 be paid immediately upon your arrival. 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. 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.

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

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
- Abusive language
- 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.

# SMART START EXTENDED DAY PROGRAM

## CALENDAR FOR THE 2021-2022 SCHOOL YEAR

The Smart Start Extended Day Program **OPENS** on Tuesday, September 7, 2021.

The Smart Start Extended Day Program will be **CLOSED** on the following holidays/closures:

### HOLIDAYS/CLOSURES

### DATES

First Day of School	Thursday, September 2, 2021
Labor Day	Monday, September 6, 2021
Columbus Day	Monday, October 11, 2021
Election Day	Tuesday, November 2, 2021
Veterans Day (Observed)	Thursday, November 11, 2021
Thanksgiving Break	Wednesday- Friday November 24-26, 2021
Christmas Eve	Wednesday-Thursday, December 23-24, 2021
New Year's Eve	Friday, December 31, 2021
MLK Day	Monday, January 17, 2022
Presidents' Day	Monday, February 21, 2022
Patriots' Day	Monday, April 18, 2022
Memorial Day	Monday, May 30, 2022
Juneteenth (Observed)	Monday, June 20, 2022
Summer Program Set Up	June (TBD) (the day after the last day of school)

### OPEN HOLIDAY

### DATES

		<u>Location</u>	<u>Register by</u>
December Vacation	- December 27-30 <sup>th</sup>	TBD	12/8/21
February Vacation	February 22-25 <sup>th</sup>	TBD	2/2/22
April Vacation	April 19-22 <sup>nd</sup>	TBD	4/6/22