

# *Smart Start Extended Day Policy Handbook 2018-2019*



**Brockton Public Schools**



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## Coordinator of Smart Start Extended Day

**Melissa Shepard (508) 894-4257**

### SITE COORDINATORS

<b>Manager of Subsidized Care &amp; Vouchers</b>	Katherine Cunningham Susan Devaney Meghan McPeck	(508) 894-4295
<b>Angelo School</b>	Nancy Brearley Elizabeth O'Brien	(508) 894-4533
<b>Arnone School</b>	Doug Dupuy Adam St. Peter Dominic Santo	(508) 894-4264
<b>Baker School</b>	Kelsey Altimas Nancy Blante Kelley Gutteter	(508) 894-4387
<b>Brookfield School</b>	Jennifer Mills Kelly Rowles	(508) 580-7211
<b>Davis School</b>	Jennifer Baker Brian Ferrari Ray LeBlanc	(508) 580-7215
<b>Downey School</b>	Toni Harris- Castro Melissa MacMillan AnnaLee Weatherbee	(508) 894-4273
<b>George School</b>	Janine Sorrenti Maria Lobo-Andrade Deane Murphy	(508) 580-7594
<b>Gilmore School</b>	Tina Eastman MaryAnn Morrill Nicholas Robin Lindsay Tateo	(508) 580-7374
<b>Hancock School</b>	Lisa Borgatti Donna Cormier Courtney Ryan	(508) 580-7216
<b>Kennedy School</b>	Maureen Donaruma Kelly LaBelle Beth Sullivan	(508) 894-4567
<b>Raymond School</b>	Adrienne Demarquez Timothy Mack Doug Dupuy	(508) 580-7226

## PHILOSOPHY

The Smart Start Extended Day Staff will maintain a safe nurturing environment that promotes the physical, social, emotional, and cognitive development of the children while responding to their needs and the needs of their families. Children learn through concrete experiences, planning and making decisions, social interaction with peers and adults, and active participation. Children also need chances to make choices and time to relax and think. Play and experiences that encourage cooperative, social interaction are important parts of the Smart Start Extended Day Program.

The Smart Start Extended Day Program is a place for your child to explore, create, invent, expand vocabulary and knowledge, experience, listen and be listened to, and share with peers and adults in a relaxed, caring atmosphere. We maintain a ratio of 15 children to 1 adult. The Smart Start Extended Day Staff are education specialists who care about your child. We are partners with parents/guardians and encourage your involvement and communication.

## PURPOSE

The Smart Start Extended Day Program provides supervised group care for children by experienced staff. The Smart Start Extended Day Program is for school children in the elementary grades and runs from 7:00 am to the beginning of school each morning and from the end of school until 6:00 pm each afternoon on days that Brockton Public School is in session. Activities and experiences encourage children to be involved in enrichment and recreational programs.

## PROGRAM

The Smart Start Extended Day Program provides a balance of physical, intellectual, emotional, and social experiences to meet the needs of the children. Activities include quiet and active play, homework assistance, individual and group activities, indoor play, outdoor activities and project making. Age and developmentally appropriate materials include art projects, manipulatives, books and games, teacher-prepared and approved thematic units, opportunities to explore hobbies, computer time and many other activities.



*The Brockton Public School does not discriminate on the basis of 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 School Procedures Manual.*

*System does not discriminate on the basis of race, color, religion,*

## HOURS

School days: 7:00 am to the beginning of school each morning and from the end of the school day through 6:00 pm each afternoon on days when Brockton Public School is in session. Vacations/holidays/summer: 7:00 am – 6:00 pm

## STUDENT INFORMATION

Your child's information must be on file at the start of the program. There must be at least two contact people with valid phone numbers, who live locally and can pick up your child in case of an emergency.

## CALENDAR

The Smart Start Extended Day Program operates on days that Brockton Public School operates as well as school vacations and also offer a summer program. **Please check the Smart Start Extended Day calendar at the end of this handbook.**

## DELAYED OPENING

The Smart Start Extended Day program will open at **8:00 am** at all sites when Brockton Public Schools has a delayed opening due to weather issues.

## INCLEMENT WEATHER

If Brockton Public School is canceled, the Smart Start Extended Day Program will **not** operate. On a regular school day if snow is predicted for the afternoon, it is your responsibility to see that your child is picked up as close to dismissal time as possible. Phone calls and/or emails will be made to you if this goes into effect. If you anticipate poor driving conditions or you are unable to pick up your child in a timely manner, please contact someone who is nearby to come and pick up your child. Be sure to notify the Smart Start Extended Day Coordinator at the school your child attends if this person is not listed on your emergency form as someone authorized to dismiss your child. They will need to show identification to the Smart Start Extended Day Coordinator upon arrival. During the difficult driving months we want all children, parents/guardians and staff to arrive home safely. Announcements are made by **WBZ 1030 AM, Boston TV Stations, Connect Ed Calls** and [www.brocktoncommunityschools.com](http://www.brocktoncommunityschools.com) for cancellations and all other updates. **Thank you in advance for your cooperation in this matter.**

## REGISTRATION

A completed registration form is required each school year. The Smart Start Extended Day Program is separate from the Brockton Public Schools. All questions and concerns pertaining to your child's participation and enrollment should be directed to the Smart Start Extended Day Coordinator during Extended Day times. **School Administrators and school office personnel cannot register children for the Smart Start Extended Day Program.**

## TRANSPORTATION

It is the parents/guardians' responsibility to provide for or arrange transportation.

## ARRIVAL/DISMISSAL/NO CELL PHONE USE POLICY

Upon arrival parents/guardians must bring their children into the building and sign them in each morning using the designated entrance. At dismissal parents/guardians must sign their children out of the building each afternoon. The Smart Start Extended Day Program has a No Cell Phone Use Policy. It is in the best interest of your child and the Smart Start Extended Day Staff that the parent/guardian refrains from cell phone usage in the building during the arrival/dismissal time. This policy will also protect your privacy and personal information. The Smart Start Extended Day Program closes promptly at 6:00 pm. You should arrive a few minutes before 6:00 pm to allow your child time to gather their belongings.

## ABSENCE

If a child is in the afternoon session and he/she is dismissed early from school, the Smart Start Extended Day Coordinator must be left a message regarding this. **No** adjustments are made in the tuition for absences. Please do not deduct absences or dismissals from your weekly payment; the balance will remain on your Smart Start Extended Day account.

## ILLNESS

If a child becomes ill while at the program, a parent/guardian will be contacted for pickup. Children experiencing fever or vomiting will not be admitted to the program. Please do not send an ill child to school.

## BREAKFAST

Children enrolled in the morning program will have breakfast each morning through the Nutrition program. Nutritious snacks are provided every afternoon.

## TUITION

**Tuition is due on a weekly basis on the Friday prior to the start of the upcoming week.**

The Smart Start Extended Day Program accepts payments online and in person at your child's site. We accept Visa, MasterCard, Discover, Money Orders, and cash. We do not accept personal checks.

Payments will not be taken after 5:45 pm at the site. The Smart Start Extended Day Program asks that you plan accordingly. Online payments can be made 24 hours a day. Visit us at [www.brocktoncommunityschools.com](http://www.brocktoncommunityschools.com) and click on the link for Smart Start Extended Day. ("Make a Payment"/Parent Portal)



**Once enrolled, participants are required to pay this weekly fee without regard to absences and half days.** The fee for vacations will reflect the full day programming of \$37.99 daily for registered families choosing to attend.

**If payment has not been received after two weeks the Smart Start Extended Day Program reserves the right to terminate your child from the program.** You will receive a termination letter. If you receive 5 termination letters, you may be permanently excluded from the program.

Your paid tuition is tax deductible and is available for you using your online payment account. If you do not utilize the online payment process, it is the parent's/guardian's responsibility to keep track of the amount that has been paid during the year. Please save your receipts. Our tax id number is: 046001382 (City of Brockton).

## WEEKLY TUITION INFORMATION

<b>SCHOOL YEAR RATES</b>	AM only:	\$ 8.98 daily or \$44.90 weekly
	PM only:	\$ 18.86 daily or \$94.30 weekly
	AM & PM for 5 days	\$ 27.85 daily or \$139.25 weekly

Once registered you are billed this rate each week during the school year **regardless of absences. You will not be charged for days that we are not open.**

<b>Full day VACATIONS &amp; SUMMER</b>	\$37.99 per day	\$189.95 weekly
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Preregistration is required for your child/children to attend on an open holiday. **Families will not be billed for vacation weeks if they are not pre-registered to attend.**

**Voucher families will be charged their daily rate unless they register for a vacation or holiday then the full day rate will apply.**

## SUMMER

A separate summer registration form must be filled out during the open enrollment period each year. This enrollment period is during the month of April. Enrollment in the summer program requires that all school year account balances are paid in full prior to the start of the summer session. Likewise, all summer account balances must be paid in full before enrollment in the following school year program. You will be given an all-clear card to enter the program.

## LATE 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 there is an emergency, please make other arrangements for your child to be picked up and call the Smart Start Extended Day Coordinator. **If a child is not picked up by 6:00 pm you will be assessed a late fee of \$1.00 per minute per child.** After a reasonable amount of time, if the Smart Start Extended Day Coordinator has not been notified or a child is not picked up, the Smart Start Extended Day Staff is required by the Department of Early Education and Care to file a 51A with the Department of Social Services and to contact the Brockton Police and/or Brockton School Police for assistance in the situation. All late fees are to be paid immediately upon your arrival. **After three (3) such instances, we reserve the right to suspend or terminate your child/children from the Smart Start Extended Day Program.**

## WITHDRAWAL

**A written notice of intent to withdraw your child from the program must be submitted to the Smart Start Extended Day Coordinator TWO WEEKS IN ADVANCE of the effective date. Likewise any decrease or increase in enrollment days must be submitted in writing TWO WEEKS IN ADVANCE of the effective date so that allowances can be made in the financial planning and scheduling of staff. The obligation to pay for these two weeks is unconditional.**

## SCHEDULES

Those children who participate less than five days per week will establish a schedule at the time of registration. Enrollment will be subject to availability.

## AD HOC

Parents needing to add an occasional day to their schedule can use the “ad-hoc” option with at least a **24 hour notice**. ***This may only be done through the Extended Day office at your school, not the school office.***

## SPECIAL NEEDS

In order to best care for your child, it is important that you share with the Smart Start Extended Day Coordinators any physical, cognitive, or emotional conditions, or other concerns that may affect your child’s well-being and that of others at the Smart Start Extended Day Program. The Smart Start Extended Day Staff will do their best to accommodate your child or will assist you with seeking other options. We maintain a ratio of 15 children to 1 adult.

## TOILETING

Your child **must** be toilet trained prior to enrollment in the Smart Start Extended Day Program.

## MEDICAL ISSUES

Please advise the Smart Start Extended Day Program of any medical conditions that your child may have. A nurse, if available, will give medication during the summer and school vacation periods and holidays.

## EXTENDED DAY BEHAVIOR POLICY

The Smart Start Extended Day Program follows the discipline code of the Brockton Public Schools Assertive Discipline Program. Behavior management is more likely to be successful if the strategies that are being used by the students’ parents/guardians and the Smart Start Extended Day Staff are consistent. It is important for all parents/guardians and the Smart Start Extended Day Staff to work together to ensure a positive experience for your child/children. Students will clearly understand the rules, limits, and expectations of the Smart Start Extended Day Program. If you have questions regarding the behavior policies, please feel free to contact the Smart Start Extended Day Coordinator. We appreciate all constructive input and suggestions.

## SUSPENSION, TERMINATION POLICY

Although children behave appropriately most of the time, there are occasions when children will “act out” in an unsafe manner. This may be due to circumstances beyond the child’s control that interfere with the child’s ability to trust his/her environment and feel safe and secure. Even though we may understand the reasons for the extreme behavior, we cannot accept this behavior. When a child exhibits this extreme behavior, measures must be taken to protect the child, the other children, and the program in general. These measures can include warnings, suspensions, and/or termination from the Smart Start Extended Day Program. Parents/guardians may be called in to conference with the Smart Start Extended Day Coordinators on duty or to pick their child up early. The Smart Start Extended Day Coordinators on duty shall make the determination for suspensions or terminations. If a parent/guardian wishes to question the action, the Coordinator of Extended-Day Programs may be contacted.

The following unacceptable behavior will require more stringent actions:

- HARMFUL VERBAL AND/OR BODILY BEHAVIOR TOWARDS SMART START EXTENDED DAY COORDINATORS, STAFF, STUDENTS, SELF OR PROPERTY
- ABUSIVE LANGUAGE
- LEAVING THE AREA WITHOUT PERMISSION
- DESTRUCTION OR MISUSE OF PROGRAM PROPERTY AND/OR SCHOOL PROPERTY
- DISRESPECT TO SMART START EXTENDED DAY COORDINATORS, STAFF OR STUDENTS
- CONTINUED DISRUPTIVE BEHAVIOR
- INTRUSION OF ANOTHER’S PERSONAL SPACE OR PROPERTY

## ELECTRONIC GAMES/IPODS/CELL PHONES, ETC.

Children should NOT bring any electronic games, iPod’s, 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 Smart Start Extended Day Coordinators 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.**





**SMART START EXTENDED DAY PROGRAM  
CALENDAR FOR THE 2018 – 2019 SCHOOL YEAR**

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

<b>Holidays/Closures</b>	<b>Dates</b>
<b>CLOSED</b>	Wednesday, Thursday and Friday, August 29, 30 & 31 September 3 & 4, 2018
Labor Day	Monday, September 3, 2018
Columbus Day	Monday, October 8, 2018
Veterans Day (Observed)	Monday, November 12, 2018
Thanksgiving	Wednesday- Friday November 21-23, 2018
Christmas Eve, Christmas	Monday December 24, 2018 ,Tuesday, December 25, 2018
New Year's	Tuesday, January 1, 2019
MLK Day	Monday, January 21, 2019
Presidents' Day	Monday, February 18, 2019
Patriots' Day	Monday, April 15, 2019
Memorial Day	Monday, May 27, 2019
<b>CLOSED</b>	June (TBD) (the day after the last day of school)

We will be **OPEN** on the following holidays at the schools listed below. Please be sure to **sign up for each event** at your individual school by the registration deadline. **We do not accept late registrations.** Your child's information will be forwarded to the appropriate site for that holiday/vacation period. Signing up for a holiday/vacation period is a commitment on your part for the fees due for that period. Failure to send your child to a vacation you have signed them up for **will not** result in fees being waived. Children with medical needs must bring their prescriptions, including inhalers, in the **original labeled bottle** for the nurse to distribute.  
Breakfast and Lunch are **served** at vacation sites.

<b>OPEN HOLIDAY</b>	<b>DATES</b>	<b>Location</b>	<b>Register by</b>
Election Day	Tuesday, November 6, 2018	Angelo	October 16, 2018
Christmas Recess	Wednesday - Friday December 26, 2018 – December 28, 2018	Arnone	December 5, 2018
Winter Recess	Tuesday – Friday, February 19-22, 2019	George	January 30, 2019
Spring Recess	Tuesday – Friday, April 16-19, 2019	Downey	March 27, 2019