

# Smart Start Extended Day Summer 2019



**Brockton Community Schools  
Arnone Elementary School  
135 Belmont Street  
Brockton, MA 02301**

∞ For Students Completing Grades K – 7 ∞

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City of Brockton

## BROCKTON PUBLIC SCHOOLS

| Kathleen A. Smith, JD ♦ Superintendent of Schools

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**Melissa Shepard, Coordinator, Smart Start Extended Day**

Brockton Community Schools

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*melissaashepard@bpsma.org*

April 2019

Dear Families,

Welcome to Summer Extended Day 2019! I am looking forward to an exciting summer for students and staff full of engaging activities and summer fun. Enclosed in this handbook, you will find detailed information and policies regarding our program. Please read the handbook carefully as some policies have been updated. If you have any questions or concerns, you can contact me directly or speak to a site supervisor where your child attends Extended Day.

Our students will continue to enjoy swimming at the Manning Pool twice a week. Back at school, students will be busy with sports, cooperative games, arts and crafts, science, nutrition lessons, interactive technology and so much more. I am excited to announce that we have purchased 3 mobile laptop carts that will be used frequently by all students for coding and web based learning activities. On Fridays, we will continue to offer special events, guest speakers and field trips. Finally, our students in grades 5-7 will participate in the Get Ready sports program at Brockton High School from July 8<sup>th</sup> – August 2<sup>nd</sup>. You will receive a letter at the end of May with more details and activity sign up choices.

Thank you for choosing the Smart Start Extended Day program to meet your child care needs. We look forward to getting to know you and your child this summer.

Sincerely,

*Melissa Shepard*

Coordinator of Smart Start  
Extended Day

## Smart Start Extended Day Program Policies June 24 - August 27, 2019

### ARNONE SCHOOL PHONES

Summer Extended Day	508-894-4440
Nurse's Office	508-894-4504
Vouchers – Katherine Cunningham- Susan Devaney and Meghan McPeck	508-894-4295

### ARRIVAL/DISMISSAL

Parents/guardians must come into the building and sign in their children in the morning and out in the afternoon. Enter the Arnone School **through the main door at the front of the building**. Doors to the program are closed and secured at 9:00 a.m. Dismissals will begin at 3:00 p.m. Any change to this will require written notice from the parent/guardian 24 hours in advance. Due to the large number of children, it is mandatory that whoever picks up a child has an Extended Day **dismissal card or a photo ID**. Two dismissal cards will be distributed to all parents/guardians.

### PARKING

Please park in the parking lot to the right of the school. **Do not park in the Newbury Street lot.**

### PAYMENT

Payment for the upcoming week is due on the Friday prior to that week. ***ONCE REGISTERED, PARENTS ARE RESPONSIBLE FOR THE FULL PAYMENT EACH WEEK WHETHER THE CHILD ATTENDS OR NOT.*** Payments must be made on a weekly basis. If payment has not been received after one week we reserve the right to terminate your child from the program. Payments may be made online by debit card or credit card. You may also pay in person by cash, money order or credit card.

### LATE POLICY

The program ends promptly at 6:00 p.m. You should arrive a few minutes before 6:00 p.m. to allow your child time to gather his/her belongings. When a child is not picked up by 6:00 p.m. the parent/guardian will be assessed a late fee of \$1.00 per minute. After a reasonable amount of time, if the staff has not been notified or a child is not picked up, the 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. ***Late fees are to be paid immediately.*** After three such instances we reserve the right to terminate the enrollees' participation in the program.

### WITHDRAWAL

A written notice of intent to withdraw your child from the program must be submitted to a Smart Start Extended Day Summer Coordinator ***TWO WEEKS IN ADVANCE*** of withdrawal. Likewise any decrease or increase in enrollment days must be submitted in writing ***TWO WEEKS IN ADVANCE*** so that allowances can be made in the financial planning and in the scheduling of staff. Tuition is expected during your two week notice period.

### VOUCHERS

We accept full day child care vouchers and contracts. If your childcare needs do not match your voucher schedule, you must contact your voucher manager to have your voucher changed. Your child should attend the days as stated on your voucher. Your child's absence must be reported to a summer supervisor or by calling the voucher office at 508-894-4295. Reporting your child's absence is a requirement of your voucher contract. ***You are responsible to pay your full day fee for any days you have registered for.***

### FIELD TRIPS

Parents/guardians will receive a list of all field trips and other special events. On field trip days children **must** wear the t-shirt provided by the program. This is an important safety issue and a child will be denied access to the program that day if he/she does not come prepared. You may purchase a t-shirt for \$8.00 on the morning of the field trip if you forgot to have your child wear the shirt. However, we only have a limited amount of t-shirts, so availability cannot be guaranteed.

## SWIMMING

The children are scheduled for recreational swimming at the Manning Pool or the Brockton High School pool. On those days they are to arrive at school with their bathing suits on, under their clothes. They should also have a change of clothes in a bag to take to the pool. They should bring water shoes, old sneakers or Velcro sandals. All items, including towels, must be labeled. We will make every effort to safeguard their belongings but this cannot be guaranteed. If you do not want your child to go in the water, please indicate this in writing. A water activity schedule will be sent home and be displayed in the foyer.

## GET READY

Once again, in conjunction with the Community Schools office, students in grades, 5, 6, and 7 will be participating in the Get Ready program at Brockton High School (BHS) each morning from July 8 through August 2. Students will be bused from the Arnone School to BHS and will participate in a variety of sports activities. Lunch will be served at BHS daily and students will also participate in swim sessions at the BHS indoor pool. Students will be bused back to the Arnone School to participate in various planned activities for the remainder of the day. Supervision of students, while at BHS, will be overseen by Get Ready staff and Extended Day staff.

**NOTE:** In order to participate in the Get Ready Program it is required that students in grades 5, 6, and 7 be dropped off by **7:30 a.m.** so that they can ride the bus to BHS. Students arriving late will not be admitted to the Smart Start Extended Day Program that day, as staffing will not be available for grades 5-7.

## ACTIVITIES

Students can expect an action packed summer program. In addition to swimming, sports, arts and crafts and cooperative games, we will offer students interactive technology, science experiments, opportunities to explore nutrition and so much more! New this year is an exciting partnership with the Mass Audubon Society to provide our 4<sup>th</sup> graders with nature curriculum and outdoor activities. We end the week with "Fun Fridays" which could include field trips, guest speakers, and special events.

## MENUS

Breakfast and lunch menus will be available from our food service provider, Chartwells. Alternate selections are not available. Please send in a lunch with your child if he or she does not care for the meal provided on that particular day.

## BREAKFAST

Grades 4 - 7	7:30
Grades 2 - 3	8:20
Grades K - 1	8:40

## SNACKS

The Extended Day Program will schedule two snack times for the children. We ask that you send in a nutritious snack for the morning and the afternoon for your child. **Please do not send in items containing peanut products.** We do have children with severe peanut allergies that could result in life threatening reactions. You may also send in a bottle of water with your child.

## NURSES

We will have a nurse on the premises daily to administer medications. **ALL medications must be sent in the ORIGINAL prescription bottles. If your child has an inhaler, it MUST be on the premises.** If there are any changes in doctor's orders from the school year, new doctor's orders are required.

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

Children should **NOT** bring any electronic games, cell phones or devices to the Summer 2019 Extended Day Program. We want all children to actively participate in classes, activities and events. As such, there is a zero tolerance policy for cellphone use. Any such items brought into the program will be held by the Coordinators on duty and given to the parent/guardian at the end of the day. We are **not** responsible for the loss or damage to any such items.



## PROPER FOOTWEAR/APPROPRIATE ATTIRE

Students must wear or bring sneakers to Summer Smart Start Extended Day, **every day**. Fitness/outdoor play is a daily component. In order to participate in these activities, students must be wearing appropriate footwear. Sandals can be brought in for days your child attends the pool at Brockton High School. **Additionally, students are required to wear their Extended Day t-shirts for all field trips.**

## EXTENDED DAY BEHAVIOR POLICIES

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

## SUSPENSIONS, TERMINATION POLICY

Although children behave appropriately most of the time, there are occasions when children will act" 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 or her environment and feel safe and secure. Even though we may understand the reasons for the extreme behavior, we cannot accept the behavior. When a child exhibits this extreme behavior, measures must be taken to protect the child, to protect the other children, and to protect the program in general. These measures can include warnings, suspensions, and/or termination from the program. Parents may be called in to conference with the Summer Extended Day Coordinators on duty or pick their child up early. The Summer 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 is a list of extreme behaviors, which may require more stringent actions:

- HARMFUL BEHAVIOR TOWARDS CHILDREN, TEACHERS OR SELF
- ABUSIVE LANGUAGE
- LEAVING THE PREMISES WITHOUT PERMISSION
- DESTRUCTION OF PROGRAM OR SCHOOL PROPERTY
- DISRESPECT TO EXTENDED DAY STAFF OR STUDENTS
- CONTINUED OR CHRONIC MISBEHAVIOR
- THREATS OF WEAPONS

## THANK YOU IN ADVANCE FOR YOUR COOPERATION WITH MAKING THIS PROGRAM A SUCCESS!

*The Brockton Public School System/ Smart Start Extended Day Program does not discriminate on the basis of race, religion, color, national origin, age, sex, veteran's status, sexual orientation 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.*

