

SMART START EXTENDED DAY VACATIONS



COMMUNITY
SCHOOLS OF BROCKTON

*A Partnership for Learning,
Enrichment and Empowerment*

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ARNONE SCHOOL PHONES

Extended Day	508-894-4264 or 774-517-7098
Nurse's Office	508-894-4504
Make a Payment by Phone	508-580-7595

FACE MASKS

- 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

ARRIVAL/DISMISSAL

Students must arrive between 7:00AM and 9:00AM. Activities begin promptly at 9:00AM and late arrivals cause programming disruption. **Students will not be allowed to attend if they arrive past 9:00 AM.**

Dismissals begin at 3:00. If you need to pick up your child before 3:00, please inform a site supervisor. The program closes promptly at 6:00PM.

At Arrival and Dismissal, parents and authorized drop off and pick up adults must present an Extended Day "Attendance Card" or Photo ID. All parents will be given 2 "Attendance Card". Taking a photo of your card is encouraged.

Students will enter and exit the program through the Arnone Smart Start Extended Day door, Door #3, which is located on the Newbury St. side of the building.

In the morning, parents will enter a drop-off line in the Newbury St. side parking lot. Students will exit the cars on the sidewalk and be greeted by Extended Day staff who will be checking students in. Parents should remain in their cars in the drop-off line. Parents can also park in the main parking lot or the bus lane in front of the school and walk the children to the side entrance during arrival.

In the evening, parents may join a pickup line in the Newbury St. side parking lot as space allows. However, we strongly encourage parents to also park in the bus lane or large side parking lot and walk to the side entrance for pick up. Extended Day staff will be outside to greet parents and process dismissals. Parents may call the Extended Day ahead of arrival for a faster dismissal process.

PARKING

Parents may park in the main parking lot or in the bus lane. Parking in the Newbury St. lot is prohibited. The Newbury St. parking lot will be used for a drop off and pick up car line only.

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 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.

SCHEDULE CHANGES AND PROGRAM WITHDRAWAL

If you intend to withdraw your child from the Vacation Program, a written two-week notice is required.

Vacation Week	Program Start Date	Withdraw by to avoid tuition
December	December 27, 2021	December 10, 2021
February	February 22, 2022	February 7, 2022
April	April 19, 2022	April 4, 2022

Please email SmartStart@bpsma.org if you wish to withdraw your vacation registration.

VOUCHERS

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:

SCHOOL	MANAGER	EMAIL	PHONE
Arnone Downey George	Katherine Cunningham	EDVOUCHER1@bpsma.org	(774) 480-4261
Angelo Baker Gilmore Kennedy	Susan Devaney	EDVOUCHER3@bpsma.org	(774) 480-4260
Brookfield Davis Hancock Raymond	Meghan McPeck	EDVOUCHER2@bpsma.org	(774) 480-4259

TUITION

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

Program tuition is due on a weekly basis on Friday, prior to 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.

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 easy and convenient payments:

1. Online payments on the EZ ChildTrack Portal  You can also click the link to make your online payments: <https://bit.ly/3a3HJwp>
2. Below is the QR code for the Smart Start Extended Day portal:



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

HEALTHCARE NEEDS

All medications must be brought to the Site Supervisor in the original prescription bottles. Parents will be required to fill out a medication form when leaving medications at the program. In the best interest and safety of your child, please share all major medical conditions and allergies with the staff.

BREAKFAST/ LUNCH/ SNACK

Breakfast and lunch and a light afternoon snack will be available for all students

Students may also bring their own lunch and snack. Please do not send in items containing **peanut products** for the safety of all students.

Breakfast Schedule:

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

ELECTRONIC GAMES/IPODS/CELL PHONES, ETC.

Children should **NOT** bring any electronic games, cell phones or devices to the Extended Day Program. We want all children to actively participate in classes, activities, and events. Any such items brought into the program will be held by the Site Supervisors 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.

FOOTWEAR

Students must wear or bring sneakers to Smart Start Extended Day, **every day**. Fitness/Gross Motor play is a daily component. To participate in these activities, students must be wearing appropriate footwear.

EXTENDED DAY BEHAVIOR POLICIES

Students will clearly understand the rules, limits, and expectations of behavior during program operation. We expect all students to behave safely and respectfully. We will address unsafe or disruptive behavior in the following manner:

1. Smart Start Extended Day staff will remind the child of the 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 or by taking a break with sensory tools.
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 any questions about the behavior expectations, please contact the Coordinator of Smart Start Extended Day.



SUSPENSIONS, 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, noncompliant, 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 parent(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 Day Program is the appropriate setting for the child.

NON-DISCRIMINATION STATEMENT

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.

