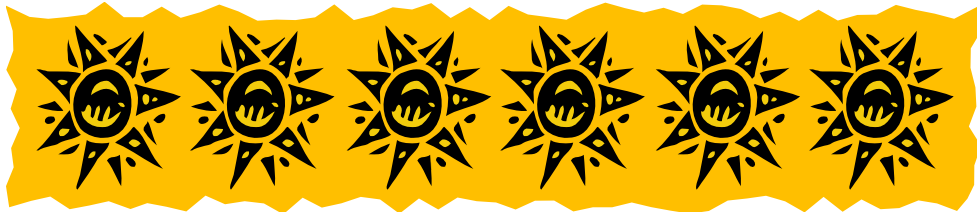
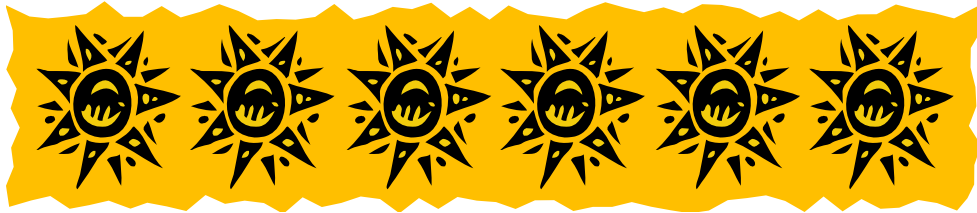


Smart Start Extended Day Policy Handbook Summer 2013



***Brockton Public Schools
Manthala George Jr. Elementary School
180 Colonel Bell Drive
Brockton, MA 02301***

Smart Start Extended Day Program Policies

July 1 - August 27, 2013

GEORGE SCHOOL PHONES

Summer Extended Day
Nurse's Office

508-580-7594
508-580-7918

ARRIVAL/DISMISSAL

Parents must come into the building and sign in their children in the morning and out in the afternoon. Enter the George 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 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.

PARKING

Please park in the parking lot adjacent to the school and not on the street.

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 two weeks 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, check or money order. Checks with the sequence number above 250 should be made payable to "Brockton Community Schools" and must include your name and address imprinted on the front of the check. Your telephone number and license number must be clearly printed on the front of the check.

COST

Full day program is \$153.50 per week or \$30.70 daily. Your non-refundable/non-transferrable registration deposit of \$15.00 per week will be deducted from your weekly balance due.

LATE POLICY

The program ends promptly at 6:00 p.m. You should arrive a few minutes earlier to allow your child time to gather his/her items. When a child is not picked up by 6:00 p.m. the parents will be assessed a late fee of \$1.00 per minute per child. 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 two 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 the site 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. The obligation to pay for these two weeks is unconditional and tuition money cannot be refunded due to illness or withdrawal from the program.

VOUCHERS

According to your contract with DEEC and PACE you may take two vacation weeks per year. Please inform the summer coordinators in advance or during registration if you are going to be taking time during the summer for your vacation weeks. If we are not notified in advance and your child does not attend then we must inform PACE of the unexcused absences. This could affect your voucher status.

FIELD TRIPS

Parents 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 they do not come prepared. You may purchase a t-shirt for \$7.50 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 will also be displayed in the foyer.

GET READY

We are pleased to announce that again this year, in conjunction with the Community Schools office, students in grades 5 and 6 will be participating in the Get Ready and Aquatics program at Brockton High School (BHS) each morning from July 8 through August 2. Students will be bused from the George School to BHS and will participate in a variety of sports activities. They will also have lunch at BHS daily and participate in a swim session two times per week. Students will be bused back to the George School to participate in various planned activities for the remainder of the day. Supervision of students will be overseen by the Get Ready supervisor and staff and Extended Day staff while at BHS.

NOTE: In order to participate in the Get Ready Program it is required that students in grades 5 and 6 be dropped off by 7:30 am 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 and 6.

MENUS

Breakfast and lunch menus will be available from our food service provider, Chartwell's. 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 5 - 6	7:30
Grades 2 - 4	8:20
Grades K - 1	8:40

NURSES

We will have a nurse or health aide on the premises daily from 9:00 until approximately 2:30. **ALL** medications must be sent in the original prescription bottles. If there are any changes in doctor's orders from the school year, new doctor's orders are required.

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 water with your child.

ELECTRONIC GAMES/IPODS, ETC.

Children should **NOT** bring any electronic games or devices to the Summer 2013 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 Coordinators on duty and given to the parent at the end of the day. We are not responsible for the loss or damage to any such devices.

EXTENDED DAY BEHAVIOR POLICIES

As during the school year we follow the discipline code of the Brockton Public Schools. Discipline is a major concern for everyone who interacts with children. It is important for all of the adults who discipline your child to work together, and to be aware of the methods being used. Behavior management is more likely to be a success if the strategies being used by parents and teachers agree. We will have certified adjustment counselors available during the summer. The behavior policies that the extended day staff follows will be consistent with the Assertive Discipline Program in effect during the school year. The staff will make all rules, limits, and expectations clear to the children. 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 most children behave appropriately most of the time, there are times when children will "act out" in extremely inappropriate ways. 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 coordinator on duty. The coordinators on duty shall make determination for suspension or termination. If a parent wishes to question the action, the Coordinator of Extended-Services Programs may be contacted.

The following is a list of extreme behavior, which may require more stringent action:

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

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.