

***Smart Start Extended Day
Policy Handbook
Summer 2015***



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



City of Brockton
BROCKTON PUBLIC SCHOOLS
Kathleen A. Smith, JD ♦ Superintendent of Schools

Alison M. Santoro, Coordinator of Extended Day Programs

Brockton Community Schools
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April 2015

Dear Parents/Guardians,

Welcome to Extended Day, of Summer 2015, which will be held at the Arnone School. We are excited to have your child join us for a summer filled with fun, excitement, and learning! Enclosed in this handbook you will find everything you need to know about our program. Please read this handbook carefully, as some policies have been updated. If you do have any questions or concerns which were not addressed in this handbook, please feel free to contact the Site Supervisors at your student's home school.

We have changed up the curriculum to include *Getting to Know You, Invention Convention, Splash of Color, Paper Fun, Sensory Sensations, Super Heroes, and Tropical Paradise*. We have added another fitness component, brain games, and the Walking Club has been expanded. Fourth grade will now be included in the Get Ready Program, offered through Community Schools at Brockton High School.

Additionally, this summer Extended Day will be partnering with Next Level Basketball Training & Skill Development. Next Level is a nonprofit organization which builds leadership skills, "allowing youth who participate to grow into positive role models for the next generation and ultimately improving the quality of life in the community." Physical fitness and basketball skills are not the only lessons provided. There is a strong emphasis on academics, respect, teamwork and leadership. While Next Level is a non-profit organization, there is an additional fee of \$8.00 per a week for 6 weeks if your child is interested. This covers the cost of a team uniform and weekly games. If you opt to utilize this excellent opportunity the fee is due weekly and you must commit to the full 6 week program. Next Level was a feature bonus at the George School for February Vacation and we received positive feedback from both staff and students. Therefore, we are happy to partner with this worthwhile youth program. Should you and your child decide to participate, a schedule and more information will be provided in the near future.

We look forward to getting to know you and your child this summer.

Sincerely,

Alison Santoro
Coordinator of Extended Day Programs

Table of Contents

Letter From Coordinator of Extended Day Services.....	2
Arnone School Phones.....	4
Arrival/Dismissal.....	4
Parking.....	4
Payment.....	4
Cost.....	4
Late Policy.....	4
Withdrawal.....	4
Vouchers.....	4
Field Trips.....	4
Swimming.....	5
Get Ready.....	5
Activities.....	5
Menus.....	5
Breakfast.....	5
Snacks.....	5
Nurses.....	5
Electronic Games/iPods/Cell Phones.....	5
Proper Footwear/Appropriate Attire.....	6
Extended Day Behavior Policies.....	6
Suspensions, Termination Policies.....	6
Nondiscrimination Statement.....	6
Change Request Form.....	7
Registration Form.....	8
Parent/Guardian Signature Page.....	10
• Emergency Medical Treatment, Media Release, Payment Policy, Proper Attire Policy	
Payment Schedule.....	11

Smart Start Extended Day Program Policies

June 29 - August 26, 2015

ARNONE SCHOOL PHONES

Summer Extended Day	508-894-4440
Nurse's Office	508-894-4444
Vouchers – Patricia Dupuy	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 adjacent to the school. Please do **not** park on Newbury 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 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 or money order.

COST

Full day program is \$159.90 per week or \$31.98 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 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 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 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. The obligation to pay for these two weeks is unconditional and tuition money cannot be refunded or transferred due to illness or withdrawal from the program.

VOUCHERS

According to your contract with EEC and PACE you may take two vacation weeks per year. Weekly payment is mandatory for vacation weeks. This is an EEC policy. 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 will affect your voucher status.

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

We are pleased to announce that again this year, in conjunction with the Community Schools office, students in grades 4, 5, 6, and 7 will be participating in the Get Ready and Aquatics program at Brockton High School (BHS) each morning from July 7 through August 1. Students will be bused from the Arnone School to Brockton High School and will participate in a variety of sports activities. They will also have lunch at Brockton High School daily and participate in swim sessions at the Brockton High School 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 the Get Ready supervisor and staff and Extended Day staff.

NOTE: In order to participate in the Get Ready Program it is required that students in grades 4, 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 4-7.

ACTIVITIES

Students will have the opportunity to participate in T25, Edible Art, Zumba, Idiom of the day, new curriculum brain exercising games, and social skills classes. These are only some of the new additions to the curriculum and activities at Extended Day.

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 or health aide on the premises daily from 9:00 a.m. until approximately 3:30 p.m. **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 2015 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 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 every Friday and for all field trips.**

EXTENDED DAY BEHAVIOR POLICIES

The Summer 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 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 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 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

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.



SMART START EXTENDED DAY PROGRAM

Change Request Form Summer 2015

PLEASE PRINT

"|" (INDICATES MANDATORY FIELD)

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 or transferred due to illness or withdrawal from the program.

PARENT/GUARDIAN INFORMATION (PRIMARY ACCOUNT HOLDER)

Date | Account #
Parent/Guardian Name First MI Last

CHILD INFORMATION

Child's Name First MI Last
Date of Birth Gender (circle one) Male Female Primary Language

CHANGE REQUEST

Effective Date | Reason
I wish to withdraw my child(ren) from the Smart Start Extended Day Program. (\$15.00 Deposit is nonrefundable/non-transferrable)
I wish to add a one time change to my child(ren) schedule. M T W TH F
I would like to change the day(s) my child(ren) attend. M T W TH F

* Parent Signature Date

SMART START EXTENDED DAY PROGRAM

Change Request Form Summer 2015

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I would like to change the day(s) my child(ren) attend. M T W TH F

* Parent Signature Date

Student Name _____

Home School _____ Grade Completed _____

SMART START EXTENDED DAY PROGRAM – ARNONE SCHOOL

Registration Form Summer 2015

All information is requested for the welfare and benefit of your child. It will be held in confidence by the staff of the program.

FOR OFFICE USE ONLY

Approved by: _____	Student BPS ID#: _____
First Payment Made: _____	EZ Account #: _____
School: _____	Date Entered: _____
Weekly Copay: \$ _____	Private Pay _____
Van Company: _____	Expiration Date: _____
	AM ___ PM ___ Both ___ None ___

1. The cost of the program is \$159.90 per week or \$31.98 per day.
2. There is a \$15.00 non-refundable registration fee per week which will be deducted from the weekly amount due. This fee is non-refundable/non-transferrable to other weeks.
3. Full payment is due for ALL participants the Friday PRIOR to the start of each week.
4. One free t-shirt and nylon drawstring bag will be provided to each student. Additional limited quantities are available for \$8.00 each.

PLEASE PRINT

"I" (INDICATES MANDATORY FIELD)

PARENT/GUARDIAN INFORMATION (PRIMARY ACCOUNT HOLDER)

I Date _____	Relationship to Child _____
I Parent/Guardian Name _____	
First MI Last	
I Street Address _____	Apt. No. _____
I City _____	I State _____ I Zip Code _____
Home Phone _____	Work Phone _____ Ext _____
Cell Phone _____	Emergency Number Work _____ Home _____ Cell _____
Email _____	

PARENT/GUARDIAN INFORMATION (SECONDARY ACCOUNT HOLDER)

I Date _____	Relationship to Child _____
I Parent/Guardian Name _____	
First MI Last	
I Street Address _____	Apt. No. _____
I City _____	I State _____ I Zip Code _____
Home Phone _____	Work Phone _____ Ext _____
Cell Phone _____	Emergency Number Work _____ Home _____ Cell _____
Email _____	

Student Name _____

Home School _____ Grade Completed _____

CHILD INFORMATION (ONE FOR EACH CHILD)

Child's Name _____

T-Shirt Size _____ First _____ MI _____ Last _____

Date of Birth _____ Age _____ Gender M F Primary Language _____

ADDRESS

Street Address _____ Apt. No. _____

City _____ State _____ Zip Code: _____

SCHOOL INFORMATION

Grade Level Completed _____ Current School _____

MEDICAL INFORMATION

Allergies	Medical Information/Medications	Chronic Health Conditions
-----------	---------------------------------	---------------------------

Does your child have any physical conditions or special needs which limit his/her participation in any activity?
Yes _____ No _____ If yes, please explain _____

I GIVE PERMISSION FOR THE SCHOOL NURSE AND THE EXTENDED DAY STAFF TO SHARE MEDICAL INFORMATION WITH THE APPROPRIATE SCHOOL PERSONNEL AND TO CONTACT MY CHILD'S PHYSICIAN AS NECESSARY.

***MANDATORY PARENT/GUARDIAN SIGNATURE _____ DATE _____**

EMERGENCY INFORMATION

Please arrange for **two other** local responsible adults to care for your child in the event that you cannot be reached.

Name _____ Phone Number _____

Relationship to child _____ Can pick up child Yes _____ No _____

Name _____ Phone Number _____

Relationship to child _____ Can pick up child Yes _____ No _____

PARENTAL RESTRICTIONS*

Please indicate if there are any parental restrictions _____

***PLEASE SUBMIT ANY COURT ORDERED DOCUMENTS PERTAINING TO LEGAL AND PHYSICAL CUSTODY OF YOUR CHILD.**

Student Name _____

Home School _____ Grade Completed _____

PLEASE READ, SIGN, AND DATE EACH ITEM (ONE FOR EACH CHILD)

I give permission to the Brockton Community Schools and the Extended Day staff to perform emergency first aid or for professional medical attention to treat my minor child in case of an emergency. Further, I do hereby consent to the participation of my minor child in the Extended Day Care Programs and do forever RELEASE, ACQUIT, DISCHARGE, and COVENANT to hold harmless the Brockton Public Schools and the City of Brockton from any and all actions, causes of action, and claims on account of or in any way growing out of, directly or indirectly, all known and unknown personal injuries or property damage which I may now or hereinafter have as parent of said minor child and also all claims or right of action for damages which said minor child has or hereinafter may acquire either before or after said minor child has reached his/her maturity resulting from his/her participation in the Brockton Community Schools Extended Day Care activities.

***MANDATORY PARENT/GUARDIAN SIGNATURE** _____ **DATE** _____

I give permission to the Brockton Public Schools to publish, copyright, or use all films and photographs in which my son/daughter is included, whether taken by staff, students, or others. I further agree that the school can use these photographs and films for any exhibitions, displays, web pages and publications, without reservation or compensation.

***OPTIONAL PARENT/GUARDIAN SIGNATURE** _____ **DATE** _____

I permit my child to participate in all activities at Smart Start Extended Day, to be transported to off-site field trips, and to participate in the recreational swimming program.

***MANDATORY PARENT/GUARDIAN SIGNATURE** _____ **DATE** _____

PAYMENT POLICY

I have read and understand the policies, procedures, and fee schedules of the Smart Start Extended Day program as stated in the Policy Handbook Summer 2015 and I agree to them. I understand the enrollment of my child obligates me to a weekly fee payable on the Friday prior to the upcoming week. This fee is to be paid without regard to absences.

***MANDATORY PARENT/GUARDIAN SIGNATURE** _____ **DATE** _____

I understand that my weekly \$15.00 deposit for each week registered is nonrefundable/nontransferable even if I have a change of schedule or if my child is unable to attend.

***MANDATORY PARENT/GUARDIAN SIGNATURE** _____ **DATE** _____

I understand that I will not be able to register my child for the fall 2015-2016 Smart Start Extended Day session if there is a balance remaining from the summer 2015.

***MANDATORY PARENT/GUARDIAN SIGNATURE** _____ **DATE** _____

BEHAVIOR CODE

I understand that my child must adhere to the behavior policies set forth. If my child fails to do so, I understand that it can result in suspension and/or expulsion from the program.

***MANDATORY PARENT/GUARDIAN SIGNATURE** _____ **DATE** _____

APPROPRIATE ATTIRE POLICY

I understand that my child is required to wear sneakers to the Extended Day Summer 2015 Program, every day. Additionally, my child is required to wear his/her Extended Day shirt every Friday and for every field trip.

***MANDATORY PARENT/GUARDIAN SIGNATURE** _____ **DATE** _____

Student Name _____

Home School _____ Grade Completed _____

PAYMENT SCHEDULE (FOR COORDINATOR USE ONLY)									
Weeks	Smart Start Extended Day 7:00 am – 6:00 pm					Registration Deposit	Amount Owed	Payment Due By	Date Paid
	Mon	Tue	Wed	Thu	Fri				
Week 1 June 29 –July 2						\$	\$	June 26	
Week 2 July 6-July 10						\$	\$	July 2	
Week 3 July 13-July 17						\$	\$	July 10	
Week 4 July 20-July 24						\$	\$	July 17	
Week 5 July 27-July 31						\$	\$	July 24	
Week 6 August 3-August 7						\$	\$	July 31	
Week 7 August 10-August 14						\$	\$	August 7	
Week 8 August 17- August 21						\$	\$	August 14	
Week 9 August 24-August 26						\$	\$	August 21	

Student Name _____

Home School _____ Grade Completed _____

PAYMENT SCHEDULE									
Weeks	Smart Start Extended Day 7:00 am – 6:00 pm					Registration Deposit	Amount Owed	Payment Due By	Date Paid
	Mon	Tue	Wed	Thu	Fri				
Week 1 June 29-July 2						\$	\$	June 26	
Week 2 July 6-July 10						\$	\$	July 2	
Week 3 July 13-July 17						\$	\$	July 10	
Week 4 July 20-July 24						\$	\$	July 17	
Week 5 July 27-July 31						\$	\$	July 24	
Week 6 August 3-August 7						\$	\$	July 31	
Week 7 August 10-August 14						\$	\$	August 7	
Week 8 August 17- August 21						\$	\$	August 14	
Week 9 August 24-August 26						\$	\$	August 21	