



“Providing exceptional afterschool opportunities and resources to help East Hartford students thrive.”

The East Hartford Public Schools Thrive Afterschool Program runs concurrently with the district calendar, and supports students in pre-kindergarten through grade 5 at Goodwin School, Langford School, Mayberry School, Norris School, O’Brien STEM Academy, O’Connell School, Pitkin School, Silver Lane School, and the Early Childhood Learning Center @ Hockanum School.

Prioritizing academic support, enrichment opportunities, while providing a safe and welcoming environment, Thrive partners with school day staff, community organizations, and families to support whole-child learning of our students.

We welcome your ongoing feedback and communication throughout the year to help strengthen our program and provide exceptional opportunities for your students. Thank you for entrusting us to work with your students, and we look forward to an incredible year.

El programa Thrive Afterschool de las Escuelas Públicas de East Hartford se ejecuta simultáneamente con el calendario del distrito y apoya a los estudiantes desde pre-kínder hasta el grado 5 en Goodwin School, Langford School, Mayberry School, Norris School, O'Brien STEM Academy, O'Connell School, Pitkin School, Silver Lane School y Early Childhood Learning Center @ Hockanum School.

Al priorizar el apoyo académico, las oportunidades de enriquecimiento y, al mismo tiempo, brindar un entorno seguro y acogedor, Thrive se asocia con el personal de la jornada escolar, las organizaciones comunitarias y las familias para apoyar el aprendizaje integral de nuestros estudiantes.

Agradecemos sus comentarios y comunicaciones constantes durante todo el año para ayudar a fortalecer nuestro programa y brindar oportunidades excepcionales a sus estudiantes. Gracias por confiarnos el trabajo con sus estudiantes, esperamos un año increíble.

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Direct line: (860) 622-5944

Website: <https://www.easthartford.org/departments/thrive>


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District Calendar

The Thrive Afterschool Program runs in alignment with the East Hartford Public Schools calendar. The Thrive Afterschool Program operates on full school days only, and does not have program on early dismissal or non-school days.

In the event of an unplanned early dismissal due to inclement weather, there will be no Thrive Afterschool Program.



EAST HARTFORD PUBLIC SCHOOLS | 2023-2024 CALENDAR

<p>DAYS: 0</p> <p>4 Independence Day: Schools and District offices closed</p>	<p>JULY 2023</p> <table border="1" style="margin: auto;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S								2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p>DAYS: 31</p> <p>1 New Year's Day: Schools and District offices closed</p> <p>16 Dr. Martin Luther King, Jr. Day: Schools and District offices closed</p> <p>18-22 High School Exams: early dismissal Gr. 9-12</p> <p>22 BOC Meeting</p>	<p>JANUARY 2024</p> <table border="1" style="margin: auto;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td></td><td></td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S								2	3	4	5	6			7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
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<p>DAYS: 2</p> <p>21 Ten-month secretaries return to work</p> <p>22-24 New Teacher Orientation Convocation & PD (Teachers and Para)</p> <p>28 BOC Meeting</p> <p>29 Professional Development (Teachers and Para)</p> <p>30 REST DAY OF SCHOOL</p> <p>30-31 Professional Development: early dismissal Pre-K-12 and BOC home visits</p>	<p>AUGUST 2023</p> <table border="1" style="margin: auto;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S										1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p>DAYS: 19</p> <p>12 BOC Meeting</p> <p>14 Professional Development: early dismissal Pre-K-12</p> <p>19 Presidents' Day: Schools and District offices closed</p> <p>20 Professional Development (teacher): school closed</p>	<p>FEBRUARY 2024</p> <table border="1" style="margin: auto;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td></td><td></td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S										1	2	3			4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
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<p>DAYS: 20</p> <p>1 Professional Development: early dismissal Pre-K-12 and BOC home visits</p> <p>4 Labor Day: Schools and District offices closed</p> <p>18 BOC Meeting</p> <p>21 Professional Development: early dismissal Pre-K-12</p>	<p>SEPTEMBER 2023</p> <table border="1" style="margin: auto;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	S	M	T	W	T	F	S								3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p>DAYS: 30</p> <p>11 BOC Meeting</p> <p>11 Professional Development: early dismissal Pre-K-12</p> <p>12-16 Pre-K and Elementary Parent Conferences Pre-K-5: early dismissal</p> <p>14 Middle School Parent Conferences Gr. 6-8: early dismissal</p> <p>29 Good Friday: Schools and District offices closed</p>	<p>MARCH 2024</p> <table border="1" style="margin: auto;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S								3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31													
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<p>DAYS: 20</p> <p>4 Professional Development (teacher): school closed</p> <p>9 Indigenous Peoples' Day: Schools and District offices closed</p> <p>10-13 Pre-K, Elementary & Middle School Parent Conferences Pre-K-6: early dismissal</p> <p>14 BOC Meeting</p>	<p>OCTOBER 2023</p> <table border="1" style="margin: auto;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S								3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p>DAYS: 17</p> <p>8-12 Spring Recess: School closed</p> <p>15 BOC Meeting</p> <p>25 Professional Development: early dismissal Pre-K-12</p>	<p>APRIL 2024</p> <table border="1" style="margin: auto;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S								7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30											
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<p>DAYS: 18</p> <p>7 Election Day (Professional Development (teacher): school closed)</p> <p>10 Veterans' Day: Schools and District offices closed</p> <p>13 BOC Meeting</p> <p>22 Early Dismissal Pre-K-12</p> <p>23-24 Thanksgiving Recess: Schools and District offices closed</p>	<p>NOVEMBER 2023</p> <table border="1" style="margin: auto;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S								5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<p>DAYS: 22</p> <p>13 BOC Meeting</p> <p>24 Professional Development: early dismissal Pre-K-12</p> <p>27 Memorial Day: Schools and District offices closed</p>	<p>MAY 2024</p> <table border="1" style="margin: auto;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	T	F	S								5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31															
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<p>DAYS: 14</p> <p>18 BOC Meeting</p> <p>22 Early Dismissal Pre-K-12</p> <p>25-1 Holiday Recess: school closed</p> <p>25/26 Observance of Christmas Eve and Christmas: Schools and District offices closed</p>	<p>DECEMBER 2023</p> <table border="1" style="margin: auto;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S								3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p>DAYS: 5</p> <p>3-7 High School Exams: early dismissal Gr. 9-12</p> <p>3-6 Early Dismissal BOC - home visits</p> <p>7 Projected last day of school (180th day): early dismissal Pre-K-12</p> <p>10 BOC Meeting</p> <p>28 Ten-month secretaries last day</p>	<p>JUNE 2024</p> <table border="1" style="margin: auto;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S								2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
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Approved by BOC 12/20/21/Revised by BOC 12/12/22

The District Calendar is accessible in English and Spanish on the EHPS Website, [linked here](#).

Program Enrollment

Program enrollment is hosted on the district's PowerSchool Website, and is accessible throughout the school year.

To access online registration, please visit: <https://eh.powerschool.com/public/pw.html>

- Click on "Forms"
- Find "Thrive Registration Form"
- Complete and Submit

Form completion does **not** mean your student is registered. The Thrive team will reach out within two business days to provide a status update.

To ensure equitable enrollment practices, enrollment happens on a first come, first served basis. Your registration form will "timestamp" your application and we will enroll students in the order they applied until we meet capacity. If there are open spots throughout the school year, parents will be notified by phone and asked to confirm enrollment start date prior to sending students to program.

Students should not attend program without receiving a confirmation and program start date.

Priority Enrollment:

In an effort to support students year-over-year, students who are enrolled or waitlisted in the Thrive Afterschool Program the prior school year will gain priority enrollment. The priority enrollment registration period will open a week prior to non-priority students and eligible families will receive notification via email and/or Parent Square. Priority enrollment status does not guarantee enrollment. If you do not register your student during priority enrollment, you will still have access to enrollment during non-priority registration.

Prospective New Families:

Any new families who would like to register their child(ren) in the Thrive Afterschool Program can do so online, as space is available. If the school/ grade your child attends is full, your student will be placed on the waitlist. The waitlist is fulfilled on a first come, first served basis, and you will be contacted if/when a space becomes available.

Registration information will be shared with all families via our [website](#), through school messenger notifications, and on our [Facebook page](#).

Student Attendance

The Thrive Afterschool Program tracks student attendance on a daily basis for every child enrolled in the program. Daily attendance is reported to the Connecticut State Department of Education per grant requirements.

Attendance is important for program consistency, and to ensure Thrive can serve as many families as possible. As such, the below policies regarding attendance include:

- Daily student attendance is both expected and **mandatory**. Several of our Thrive Afterschool Program sites are funded via 21st Century Federal Grant funds and monitored by the Connecticut State Department of Education. In order to remain in compliance with our grant funds, every student must maintain the required attendance average.
- If a student is absent from school or sent home early that day, the absence for the afterschool program is excused.

- If a student attends school and does not attend program, the Site Coordinator will contact the parent/ guardian to inquire about the absence.
- If a student has consistent unexcused absences from the Thrive Afterschool Program, they could be at risk for dismissal from program.
If a student is at risk of dismissal from program due to inconsistent attendance, the parent/ guardian will first be contacted by Site Coordinator to review attendance policy. If attendance continues to be inconsistent, the parent will be notified of the child’s dismissal from program in writing.
- If a student attends the school day but is not going to attend the Thrive Afterschool program, the parent/guardian is responsible for contacting the school’s main office to inform administration of change in dismissal plan. Without proper notification, the student will be sent to Thrive afterschool program. (EHPS District Policy Student 5113(a))

Program Pick Up

All Thrive Afterschool Programs run Monday through Thursday. There is no Thrive Afterschool Program at any site on Fridays.

- Only individuals listed as approved pick up contacts are able to pick up students at the end of program. Individuals must be listed on student’s PowerSchool account. Parents are responsible for updating pick up list, as needed.
To ensure the safety of students, all individuals will be asked to show valid photo ID at pickup.
- Pick up time is noted on the below chart. All pickups must be completed during the pick-up window and early pick ups are not permitted. If your child has a pre-approved community activity, appointment, or other approved event during program, early pick up must be communicated to the Site Coordinator in advance.
 - Due to our grant funding guidelines, total and complete program participation is required. **If there are consistent early pick ups, your student could be dismissed from the program.**
- Pick up must occur by the end of pick up time. If a child is picked up late, parents will be charged a late fee of \$1.00/ minute. Late fees will be collected at the time of being late or at the next day.
- If you are running late, please contact the Site Coordinator by calling or texting their Thrive cell phone.
- If we cannot reach you and you are more than 20 minutes late for pick up, the East Hartford Police Department will be contacted.
- Students are not permitted to walk home from Thrive Afterschool Program without an approved pickup contact.
- **After 3 late pickups, your child will be dismissed from the program.**

Program Days/ Hours

School Site	Program Days	Program Hours	Pick Up Time
ECLC @ Hockanum School	Monday through Thursday	2:15-4:15pm	4:00- 4:15pm ** Late fee begins at 4:15pm
Goodwin School	Monday through Thursday	3:20-6:00pm	5:30-6:00pm

			** Late fee begins at 6:00pm
Langford School	Monday through Thursday	3:20-6:00pm	5:30-6:00pm ** Late fee begins at 6:00pm
Norris School	Monday through Thursday	3:20-6:00pm	5:30-6:00pm ** Late fee begins at 6:00pm
O'Brien STEM Academy	Monday through Thursday	3:20-6:00pm	5:30-6:00pm ** Late fee begins at 6:00pm
O'Connell School	Monday through Thursday	2:45-6:00pm	5:30-6:00pm ** Late fee begins at 6:00pm
Pitkin School	Monday through Thursday	3:20-6:00pm	5:30-6:00pm ** Late fee begins at 6:00pm
Silver Lane School	Monday through Thursday	3:20-6:00pm	5:30-6:00pm ** Late fee begins at 6:00pm

Program Fees

All students enrolled in the Thrive Afterschool Program will be charged a monthly fee.

- 1st student: \$20.00 per month
- 2nd student: \$15.00 per month (sibling discount)
- 3rd student (and beyond): \$0.00 per month

Monthly program fees will be invoiced for the entire school year for months with more than 3 weeks of program (September through May)

- Thrive utilizes the EHPS MySchoolBucks portal, where invoices are accessible through both PowerSchool and MySchoolBucks. Families will be invoiced for entire school year, and can log in to make payments for the full year, or on a monthly basis.
- Payments can be made online with a credit/debit card.
- Cash or check payments can be remitted to Site Coordinator at program pickup. Checks should be made payable to "EHPS Thrive Afterschool Program".

Monthly payments are due by the last day of the month. If you are in need of payment assistance, or wish to make alternate payment arrangements, please contact Program Manager at (860) 622-5944.

No families will be turned away for inability to pay.

Student Health

- If a student is absent or sent home early from school due to illness, they should not attend the Thrive Afterschool Program.
- There is no nurse on duty during program hours, however (2) Thrive staff have been CPR/ First Aid trained at each school site. Parents/ guardians give permission for trained Thrive staff to administer first aid/ CPR on the student's registration form.

- If a student becomes ill at the Thrive Afterschool Program, the parent/guardian will be contacted immediately to pickup their child from program.
- Any routine prescription medication will be administered by the school nurse prior to the start of program.
- Parents/ guardians must supply nurse with any emergency medications for their student, and trained staff can administer emergency medications (i.e. inhaler, EpiPen) on an as needed basis.
- Please be sure to notate any allergies or relevant medical information on the student registration form, or if any medical need arises that might impact their participation in the Thrive Afterschool Program.

Student Behavior

The Thrive Afterschool Program maintains a 1 staff: 10 student ratio for program hours. The Thrive Afterschool Program is not an extension of the school day, and thus has more limitations on staff and program resources.

- Students will be held accountable for maintaining appropriate behavior that is safe for themselves and peers. The Thrive Program follows the same school and district policies on behavior.

In the event of disruptive behavior, the student will be addressed by Thrive staff immediately. If the behavior becomes harmful or unsafe for others, the parent/guardian will be contacted immediately to pick up their child, and the student will be removed from the program.

The Thrive Afterschool Program operates on a “3 Strike policy”:

- **1st Behavior Incident:** The Site Coordinator will speak with the student and Thrive staff will complete a documented written Incident/ Accident Report to provide to parent.
 - Pending incident, a student may receive a suspension from the program.
- **2nd Behavior Incident:** The Site Coordinator will speak with the student and Thrive staff will complete a documented Incident/ Accident Report to provide to parent.
 - Pending incident, a student may receive a suspension from the program.
 - Program Manager will be contacted.
- **3rd Behavior Incident:** The Site Coordinator will speak to the student and call parent/guardian for immediate pick up. The student will be removed from the program permanently.
 - The Program Manager and School Principal will be notified of the program dismissal.

In the event of a significant behavioral concern, or incident that poses a safety concern for other students or peers, the “3 Strike Policy” will be void and the student could face immediate dismissal from program.

Written Behavior/ Accident Reports will be shared with school principal in the event of a suspension or program dismissal. All Behavior/ Accident Reports will be completed electronically, and a copy will be provided to parents. Behavior/ Accident Reports will remain in student file for the entirety of their program enrollment.

Snack Program

The Thrive Afterschool Program offers all children a daily snack and drink. Snacks are part of the program and are free for all enrolled students.

- To ensure the health and safety of all children, we ask you do not send your student with snack.
- Please be sure to notate any allergies or dietary restrictions on program registration.
- Snack is provided in partnership with Sodexo Food Corporation, under the supervision of a dietary nutritionist.

Daily Program Schedule

Each program site will begin program with a healthy, free snack and informal social time. After social time, students will transition to Academic Time.

Academic Time will allow students to work on their homework. If a student does not have homework or completes homework prior to end of Academic Time, students may read independently, or work on grade-level activities to support their daytime classroom learning. Each program site has an Academic Teacher who provides individual and small-group homework support, in addition to grade-level math and literacy intervention supports. All students will be in a quiet space, conducive to completing homework.

After Academic Time, Enrichment begins. Enrichment is comprised on thematic hands-on learning opportunities.

- Monday: STEM/STEAM activities
- Tuesday: Social-Emotional Learning (SEL)
- Wednesday: Lifeskills
- Thursday: Health/ wellness/ nutrition/ sports

In addition to thematic topics, Thrive Afterschool Program will work with community partners to bring in engaging vendors and learning opportunities. Past partnerships have included: Youth Services SEL groups, Food Corps, African/Latin Drumming, CT Science Center, Jump Bunch, East Hartford Library, and other partners.

Computer/ Technology Use (EHPS Policy 6141.323)

Access to the school's computer systems is a privilege intended solely for educational-related purposes. Use of the district's computer systems will be allowed only for students who act in a considerate and responsible manner in using such systems. It is expected that students will comply with district standards and will act in a responsible and legal manner at all times. The district reserves the right to monitor and review the use of technology; including oversight of internet site access, document downloading, and printing at any time. Students should not have any expectation of personal privacy in the use of these computer systems.

The Thrive Afterschool Program will utilize the library/media center/computer lab within each school location for educational enrichment learning. All students will be monitored by a Crossroads staff member at all times. If any student breaks/damages or is on inappropriate site, the student will be held accountable and a parent/guardian will be contacted.

If there is damage to school property, the parent will be held liable to pay for any damage incurred by their child. A referral will be written up and given to the School Principal and IT Department for

disciplinary action. If any student does not follow the rules, the student will lose his/her privilege in the computer lab during after-school programming.

Personal Technology Device Use (EHPS Policy 55131.82)

Students may possess privately-owned technological devices on school property and/or during school sponsored-activities, in accordance with the mandates of this policy and any applicable administrative regulations as may be developed by the Superintendent of Schools.

Privately-owned technological devices may not be used during instructional time, and should be put away in student’s backpacks for the entirety of Thrive Afterschool Program.

Fire Drills and Emergency Preparedness

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. A crisis response drill may be substituted for one of the required monthly school fire drills every three months. Students are expected to follow the direction of the teachers or others in charge quickly, quietly, and in an orderly manner. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet, and calm manner. Students should not return to the building until the return signal is given.

Connecting with Our Families

The Thrive Afterschool Program firmly believes that parents are partners in learning therefore connecting with our student’s family members are an important aspect of our program. Thrive Afterschool Program will send home a monthly calendar of events and newsletter to all families. The calendar will outline upcoming enrichment activities at your student’s school site each month. The newsletter will highlight a different program in the district each month. The monthly newsletters will be hosted on our website and distributed via school messaging system.

When it is safe to do so, Thrive will host Family Engagement Nights to celebrate student learning and share more information about Thrive happenings. Family Engagement Nights, and other opportunities to get involved, will be shared at pick up and via school messaging system.

Site Coordinators and Contact Information

It is important to note that school secretaries will not be on site during Thrive Afterschool Program hours. Each Thrive location has a Site Coordinator with a Thrive-issued cell phone to allow for communication during program hours.

Site Coordinator information will be posted at each school’s main location and Thrive pickup location. Contact information is also available on our website.

Thrive Program Site	Site Coordinator	Email	Thrive-Issued Cell Phone Number
ECLC @ Hockanum School	Jacqueline Fernandez	Fernandez.ja@easthartford.org	(860) 951-9575
Goodwin School	Jasmine Brown	Brown.jd@easthartford.org	(860) 951-1811

Langford School	Migdalia Gomez	Gomez.m@easthartford.org	(860) 951-1889
Mayberry School	Shamya Mitchell	Mitchell.sa@easthartford.org	(860) 951-2607
Norris School	Justyce Wilson	Wilson.jb@easthartford.org	(860) 573-2785
O'Brien STEM Academy	Maria Vergara	Vergara.mi@easthartford.org	(860) 951-5148
O'Connell East School (K-2)	Alanis DeLeon	deleon.a@easthartford.org	(860) 951-9938
O'Connell West School (3-5)	Laurie DePratti	Depratti.lj@easthartford.org	(860) 951-4068
Pitkin School	Leenaysha Dones	Dones.lm@easthartford.org	(860) 951-5499
Silver Lane School	Katelyn Cartwright	Cartwright.km@easthartford.org	(860) 573-6936

Please note, Thrive Site Coordinators are part-time, hourly staff, and are only available via phone/text during program hours. If you need to get in touch with staff outside of program hours, please email your Site Coordinator and/or call/email the Program Manager.

Program Manager: Brittany Bergstrom, MSW
Email: bergstrom.ba@easthartford.org
Office Line: (860) 622-5944

Program Assistant: Aisha Gonzalez
Email: gonzalez.aa@easthartford.org
Office Line: (860) 622-5945