



Thrive 2024 Summer Program Parent Manual

Providing exceptional after school opportunities and resources to help East Hartford students **thrive**.

Hello Thrive Families! We are excited to provide an engaging, welcoming, and safe environment with enrichment and academic support for your student(s) this summer. Please read the below information in its entirety as it includes important programmatic information.

The Thrive Afterschool Program will host our annual 5-week Summer Program at two locations. The Silver Lane Prek Thrive Summer Program is for students who currently attend Hockanum School in pre-k 3 or pre-k 4, and the O’Connell K-5 Thrive Summer Program is for students enrolled in kindergarten through grade 5. These programs are open to all students currently enrolled in East Hartford Public Schools. Students will enroll for the grade-level they attended in the 2022-203 school year.



School Site	Dates	Time	Grades	Capacity	Site Coordinator
Silver Lane School 15 Mercer Ave	July 1 through July 31 2024	8:30am - 2:00 pm Monday - Friday	PreK-3, PreK-4	45 students	Jacqueline Fernandez Fernandez.ja@easthartford.org (860) 951-9575
O’Connell School 305 May Rd	July 1 through July 31 2024	12:15- 4:00pm Monday - Friday	K through Grade 5	150 students	Jasmine Brown Brown.ja@easthartford.org (860) 951-1811

**Students should enroll for the grade level they attend in the 2024-2025 school year

Program Enrollment

Student enrollment will be available via PowerSchool. Families will find the form by logging into their PowerSchool Account, clicking on “Forms” → “Thrive Summer Registration Form”.

Enrollment will open on **April 22**, with first email confirmations being sent on April 29. **A student is not enrolled until they have received the email confirmation.** After, enrollment will remain open on a rolling basis until all spots are filled.





Student Attendance

Thrive Summer Programs operate at a maximum capacity and typically have an ongoing waitlist of students. Therefore, **consistent program attendance is expected.**

- If your student is absent from the program for one day without notice, you will receive a reminder of our attendance policy.
- If your student is absent from program for two days without notice, you will receive a written reminder of attendance policy.
- **Should your child miss more than (3) program days, your child may be subject to program dismissal so we can enroll students currently on our waitlist.**

If you anticipate your child being absent from program due to being sick, appointment, vacation, or other reason, please communicate that with the Site Coordinator as soon as possible.

Program Drop Off/ Pick Up

Silver Lane School PreK Thrive Program:

• Drop Off:

- Students should be dropped off at the **Main Entrance** of the school at 8:30am.

○ **To avoid disruption to our daily schedule and activities, we discourage student drop offs after 8:45am.**

• Pickup:

- Student pickup will begin at 1:45pm and end at 2:00pm. **All students should be picked up no later than 2:00pm.**

○ **To avoid disruption to our daily schedule, we discourage pickups before 1:30pm.**

- Please pick up your child at the **Side Entrance** by the Cafeteria, to the left of the main door.

○ Only those who are listed as approved pick up/ emergency contacts will be able to pick up your child. Staff will require a photo ID for new pick up contacts. Please be sure to communicate any pickup contact changes to your Site Coordinator.

- We ask that if you are running late, you contact the Site Coordinator (Jackie) by call/text (860) 951-9575.
- **If we cannot reach you and you are more than 20 minutes late for pick up, the East Hartford Police Department will be notified.**

O'Connell School K-5 Thrive Program:

• Drop Off:

- Students should be dropped off at the **side cafeteria door** on the side of the school at 12:15pm.
- **No drop offs will be allowed before 12:15pm.**





- **To avoid disruption to our daily schedule, lunch, and field trips, we discourage student drop offs after 12:45pm.**
- **Pick Up:**
 - Parent pick up is at 4:00pm. Please pick up your child at the **Cafeteria door** on the side of the school
 - **To avoid disruption to our daily schedule and field trips, we discourage pickups before 3:30pm.**
 - Only those who are listed as approved pick up/emergency contacts will be able to pick up your child. Staff will require a photo ID for new pick up contacts. Please be sure to communicate any pickup contact changes to your Site Coordinator.
 - We ask that if you are running late, you contact the Site Coordinator (Jasmine) by call/text (860) 951-1811.
 - **If we cannot reach you and you are more than 20 minutes late for pick up, the East Hartford Police Department will be notified.**



Program Fees

The Thrive Summer Program will charge \$25.00 per week per student/ \$125 total for the summer. There is no sibling discount during the summer program.

Fees will be posted via PowerSchool. Payments can be made online via credit/ debit card by creating an account on MySchoolBucks (www.myschoolbucks.com). Parents will need student ID # to register for a MySchoolBucks account.

Alternatively, payment can be made via check/cash. Checks should be made out to the EHPS Thrive Program. In-person payments can be given to the Site Coordinator at drop off/ pick up. Payments will be posted to MySchoolBucks within 3 business days.

All summer program fees should be paid by the last day of program (July 21, 2024). If you need payment accommodations, please reach out to Program Director, Hayley Althoff at althoff.he@easthartford.org or (860) 622-5153.

Student Health

- If a student is feeling ill, they should not attend the Thrive Summer Program.
- There will be a nurse on site during the Thrive Summer Program. In addition, Thrive leadership staff are CPR/First Aid certified.
- If a student becomes ill at the Thrive Afterschool Program, the parent/guardian will be contacted immediately to pick up their child from the program.
- Parents/ guardians must supply nurses with any emergency medications for their student, and trained staff can administer emergency medications (i.e. inhaler, EpiPen) on an as needed basis.

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.

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 the program.

Photo Policy

Throughout the school year, East Hartford Public Schools uses images and/or video of students and student work to showcase student achievement and highlight district programs. These photos and videos may be utilized and published on the district website, district/school social media, news releases, promotional materials and other district publications. Local news media are also invited to cover events and programs within our schools. We hope to include your student in coverage of school-related programs and projects to help tell the East Hartford Public

Schools story. The district maintains an opt-out only procedure for photo and video release. If you DO NOT give East Hartford Public Schools permission to use your child's image in any publication or presentation, please sign and return this [form](#) to the EHPS Communications Office. This form only applies to the current school year.

Snack/ Meal Program

Silver Lane Prek Thrive Summer Program:

- Free breakfast and lunch will be provided and will accommodate any allergies/ dietary restrictions as reported by the nurse.

O'Connell K-5 Thrive Summer Program:

- Free lunch and snacks will be provided and will accommodate any allergies/dietary restrictions as reported by the nurse. **Due to various allergies and dietary restrictions, there is no outside food allowed.**



Daily Program Schedule

Silver Lane School PreK Thrive Program:

- The ECLC Thrive Summer Program will mirror a typical school day at Hockanum School. Students will arrive on site and receive a healthy, free breakfast. Then, students will participate in circle time and academic sessions in the morning. Students will receive a free lunch followed by a short nap. In the afternoon, students will participate in enrichment activities, including water play on predetermined days, where they should bring a change of clothing.

- **Items to send with your child:** pillow/blanket for naptime; change of clothes/ swimming suit and towel for established water play days; any wipes/pull ups/ diapers that are needed. It is recommended students have sunscreen and hat/ head covering for sunny days.

**** Please note, Thrive staff do not provide diapers/ pull ups. In addition, students will be expected to change clothing for water play activities independently and it is suggested they were bathing suits to program under clothing on Fridays.**

O'Connell School K-5 Thrive Program:

- The Langford Thrive Summer Program will begin with a free lunch. Students will participate in a rotating schedule of field trips or on-site enrichment vendors. Each week will be themed, with corresponding activities. Some days will be outdoor water play and will be communicated with families on the calendar of activities and in advance via school messenger.

- **Items to send with your child:** change of clothes/ swimming suit for pool and established water play days; sunscreen; towel.

**** Please note: Students will be expected to change clothing independently.**



Themed Weeks:

Week 1: July 1-July 5	Mad Science
Week 2: July 8-12	Space
Week 3: July 15-19	Botany
Week 4: July 22-26	Olympics Games
Week 5: July 29- 31	Carnival



Field Trips:

Only O’Connell K-5 Program will participate in field trips.

- On field trip days, busses will depart Langford School at 1:30pm and return to school at 3:15pm.
- Students must take bus transportation.

Parents

cannot pick up students at field trip sites.

- All enrolled students will be able to participate in field trips to the pool at Martin Park and the EH Raymond Library. Students must bring in signed field trip permission slip form to program by **Monday, July 8**. Verbal approval will not be permitted.



2024 Thrive K-5 Summer Field Trip Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
Grade K	On Campus	Library	Pool	CT Science Center (on campus)	On Campus
Grade 1	On Campus	Library	Pool	CT Science Center (on campus)	On Campus
Grade 2	On Campus	Pool	CT Science Center (on campus)	Library	On Campus

Grade 3	On Campus	Pool	CT Science Center (on campus)	Library	On Campus
Grade 4	On Campus	CT Science Center (on campus)	Library	Pool	On Campus
Grade 5	On Campus	CT Science Center (on campus)	Library	Pool	On Campus



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.

Communication with Families

The Thrive Summer Program calendar of events and other announcements will be via Parent Square messaging. Thrive Site Coordinators are also available by phone/ text/ email during program hours.

The Program Manager can be contacted at any time during the summer program by phone or email.

Program Manager: HAYLEY ALTHOFF

Email: Althoff.he@easthartford.org

Direct line: (860) 622-5153

Website:

