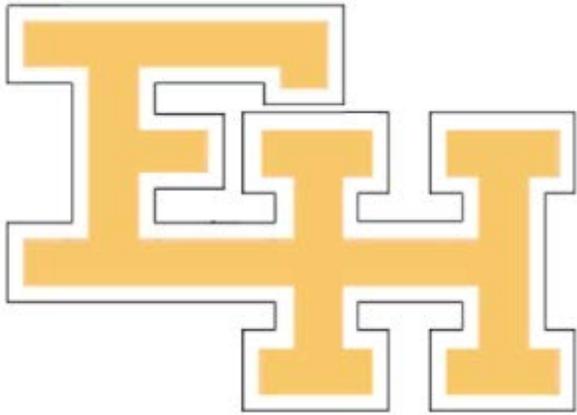




Crossroads After-School Program 2017-2018



Parent-Student
Handbook

Crossroads After-School Program

Dear Parent/Guardian;

Welcome to the 2017-2018 Crossroads After-School Program! At East Hartford Public Schools, our vision speaks of *Schools that are the Pride of our Community*. We are committed to providing a high quality after-school program and learning experience for all students enrolled in Crossroads. The Crossroads After-School Program brings a wide range of benefits to our East Hartford students, families and entire community. The program supports academic growth, develops life skills, promotes an active lifestyle, and provides a safe, structured and nurturing environment.

Each day at Crossroads begins with a warm welcome to each of our students and a smooth transition into their scheduled afternoon activities. Our program starts off with homework support and snack, then continues with enrichment opportunities and wide variety of activities developed by our creative, dedicated and enthusiastic staff!

Together as a team, we will work to create meaningful connections with each student, listen, teach, respect, and encourage students to learn about themselves while also learning about their peers.

I welcome feedback, thoughts and suggestions from each of you to strengthen and continue the growth the Crossroads After-School Program. I look forward to a successful year with you all as we together strive to make a positive difference in the lives of every Crossroads student this year!

With East Hartford Pride,

Anita Pizzutiello Kelly
Manager of Out-Of-School Programs
Email: pizzutiello-kelly.a@easthartford.org
Direct Line: 860-622-5153 | C: 860-308-4923

Dear Parent/Guardian;

Enclosed you will find the 2017-2018 Crossroads Parent Manual Handbook. This handbook is for your reference and reviews information related to after-school programming, rules, expectations and district policies.

Please read and review this document and in order for us to be certain that you have received this document, **you must sign and return the statement below to your site coordinator that you have read and understand this handbook and will abide by the expectations.**

**PLEASE SIGN THE ACKNOWLEDGEMENT STATEMENT PROVIDED BY THE
SITE COORDINATOR AT PICK UP. THANK YOU!**

By signing the acknowledgement statement, we certify that we have received a digital copy of the 2017-2018 Crossroads Parent Handbook. Included in this handbook are guidelines for the Crossroads After-School Program. We understand that it is our responsibility to read and familiarize ourselves with the EH District policies, rules, expectations, and abide by all of the rules contained in this handbook as set forth on the District website at <http://www.easthartford.org>.

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SCHOOL HOLIDAYS & VACATIONS

The Crossroads After-School Program will not operate during holidays, school vacations, half-days or closed due to snow or early release, and will be closed due to inclement weather or early release. The days listed below is when Crossroads will be closed in accordance with the 2017-2018 school district calendar as follows:

Date of School Closing	Holiday/District Event
Monday, September 4, 2017	Labor Day – District Closed
Friday, October 6, 2017	Staff Development – District Closed
Monday, October 9, 2017	Columbus Day – District Closed
Tuesday, October 10-13, 2017	Elementary School Conferences – ½ Days (Crossroads Closed)
Thursday, October 26, 2017	Student Early Dismissal – ½ Day (Crossroads Closed)
Tuesday, November 7, 2017	Staff Development – School Closed
Friday, November 10, 2017	Veterans Day – District Closed
Wednesday, November 22, 2017	Early Dismissal – ½ Day (No Crossroads)
November 23-24, 2017	Thanksgiving Holiday – School Closed
December 25-29, 2017	Holiday Break – District Closed
Monday, January 1, 2018	New Years Day – District Closed
Monday, January 15, 2018	MLK – District Closed
Friday, February 16, 2018	Student Early Release – ½ day (No Crossroads)
Monday, February 19, 2018	Washington’s Birthday – School Closed
Tuesday, February 20, 2018	Staff Development – School Closed
March 12-15, 2017	Elementary School Conferences – Early Release (No Crossroads)
Friday, March 16, 2018	Student Early Release – (No Crossroads)
Friday, March 30, 2018	Good Friday – District Closed
April 9-13, 2018	Spring Break – School Closed
Wednesday, May 23, 2018	LAST DAY OF CROSSROADS

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 Crossroads After-School 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 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.

PROGRAM ENROLLMENT

Current Crossroad Families:

Families that are currently enrolled in the Crossroads After-School Program automatically re-enroll for the following school year. Online applications are available to current families before the end of the school year to re-enroll their student to confirm program enrollment in the following school year. Once a child is enrolled/registered into the Crossroads After-School Program, that child maintains his/her seat until he/she matriculates out of elementary school, unless a child is dismissed/removed permanently from the Crossroads After-School Program for any reason. Families will receive a letter in the U.S. Mail that will confirm after-school enrollment of their child into a Crossroads After-School Program each year for the location the child will be attending.

Prospective New Families:

Any new family not enrolled in the Crossroads After-School Program will have to complete an online Crossroad After-School application and the student will be put on a waitlist based on date received and time into the BOE.

Any new family on the waitlist will be offered a seat **only when a seat becomes available by grade by location.**

STUDENT ATTENDANCE

The Crossroads After-School Program tracks student attendance on a daily basis for every child registered in the program that is reported to the Connecticut State Department of Education.

- **Attendance by each student in the program is mandatory** under 21Century Grant guidelines that is monitored by the State Department of Education. Each student must maintain a required attendance average on a daily basis by the State of Connecticut in order to remain compliant with 21Century grant guidelines.
- If a child does not attend the after-school program on a regular basis, the site coordinator will contact the parent/guardian for further information to determine a solution.
- If a child can no longer remain in the after-school program due to low attendance, the parent/guardian will be contacted by the Site Coordinator and/or Program Manager in writing of the child’s dismissal from the program.
- **If a student is not going to attend Crossroads and will go home, it is the responsibility of the parent/guardian to contact the student’s School Main Office to inform administration. Parents MUST call the school main office that their student will be going home. Without proper notification from a parent/guardian, the student will remain in Crossroads. (EHPS District Policy Students 5113(a)).**

If your child will be absent from school or cannot attend the after-school program, **please email the Site Coordinator with your child’s name and school site he/she attends.**

PROGRAM OPERATIONS

The Crossroads After-School Programs will operate as follows by location.

School	Days of Week	Time	Program Ends
ECLC PreK	Monday-Friday	2:15-4:15 p.m.	TBA
Goodwin School	Monday-Thursday	3:30-6:00 p.m.	TBA
Langford School	Monday-Thursday	3:30-6:00 p.m.	TBA
Mayberry School	Monday-Thursday	3:30-6:00 p.m.	TBA
Norris School	Monday-Thursday	3:30-6:00 p.m.	TBA
O’Brien School	Monday-Thursday	3:30-6:00 p.m.	TBA
O’Connell School West	Monday-Thursday	2:45-6:00 p.m.	TBA
O’Connell School East	Monday-Thursday	2:45-6:00 p.m.	TBA
Silver Lane School	Monday-Thursday	3:30-6:00 p.m.	TBA

****It is the responsibility that a parent/guardian MUST BE on-time to pick up their child and must come into the school and sign their child out upon leaving or a late fee will be incurred.**

STUDENT LATE FEES PROCEDURE

Policy:

1. Crossroads runs Monday – Thursday with the exception of the PreK Program.
2. **Parents must arrive prior to the end time of the program to pick up their children. All children must be picked up at or before the end time or a late fee of \$1.00 per minutes will be incurred. Late fees will be collected at the time of being late or next day.**
3. We ask that if you are running late, to contact the site coordinator at your child's after-school program to notify out of courtesy.
4. We expect all families to be on time to the program for pickup.

**** After 3 late pickups your child will be dismissed from the program.**

Pick up Procedures:

1. Please pick up your child(ren) at the designated area of the school your child attends.
2. Please show your driver's license to staff and sign out your child.
3. Pick up is based upon each school site and communicated by the Site Coordinator.

Absent/Change in Pick up:

1. If your child is absent or you need to pick up your child early, please e-mail the site coordinator at the school.
2. If you or any other authorized adult cannot pick up your child, please contact the site coordinator to let this person know who will be picking up your child and information will be updated on the authorized pick up list.

SNACK PROGRAM

The Crossroads After-School Program offers a daily snack and drink to all children registered in the program. **We ask that you do not send in a snack. Any allergies should be noted on the registration form.**

PARENT MONTHLY FEES

A **monthly fee of \$60 per child per month is due by the 15th of each month.** If a family needs assistance, they should speak directly to the Site Coordinator and seek out what arrangements can be made. ***No family will be turned away for an inability to pay.***

A new online system has been made available for security reason for parents to pay their child's monthly after-school fee.

Please register and follow the direction below:

STUDENT SIGN OUT PROCEDURE

All students must be signed out each night for the safety of each child. A photo ID (Drivers license) must be presented upon picking up student. ONLY those who are authorized and/or the designated person authorized according to the student registration form will be allowed to sign out a child.

If a person who is not authorized attempts to sign out a child, the Site Coordinator will contact the parent/guardian to confirm information before a child is released. Parents/guardians should list all designated and authorized adults to pick up their child from the Crossroads After-School Program. **No child will be allowed to leave the after-school program without the written consent of a parent/guardian as noted on the registration form. Please keep your contact information updated at all times in Crossroads.** Students are not permitted to walk home from Crossroads.

STUDENT HEALTH

If your child(ren) are sick or went home sick from school, we ask that you do not send your child to the Crossroads After-School Program. All children should be healthy so we can prevent the spread of germs throughout the school and promote healthy children.

If a child becomes ill during the Crossroads After-School Program, the parent/guardian will be contacted immediately to come and pick up their child from the program. Any child required to take a prescription medication shall inform the school nurse. The Crossroads After-School Program will follow all school and board policies on the administration of such medications. Parents/guardians must supply the school nurse with all necessary medical supplies or medication for their child. **Only the School Nurse will dispense medication if a student requires this prior to coming into Crossroads.**

Please note on your registration form if your child has allergies or any other medical conditions that would affect his/her participation in the program.

STUDENT BEHAVIOR

All students will be held accountable for maintaining appropriate behavior while in the Crossroads After-School Program. The program follows the same school and district policies on student behavior. Students are expected to conduct themselves with courtesy, cooperation, and respect to their fellow peers and staff.

In the event of disruptive behavior, the student's behavior will be addressed immediately by a staff member/site coordinator. **If the behavior becomes harmful to other students or staff, the parent/guardian will be contacted immediately to pick up their child from the program which will result in immediate removal from the program.** Information of the incident will be given to the school principal as well.

- 1st Warning: The Site Coordinator will speak to the student and a written referral will be documented and reviewed with parent.
- 2nd Warning: The Site Coordinator will speak to the student and a written referral will be documented and reviewed with parent.
- 3rd Warning: Final write up and a call home to parent/guardian: The Site Coordinator will speak to the student and a call to the parent/guardian will take place to pick up their child immediately. The student will be removed from the program permanently.

STUDENT INCIDENTS/ACCIDENTS

Student safety is important to the Crossroads After-School Program. If you or your student notice something that is concerning or unsafe, we ask that you immediately notify the Site Coordinator. If an injury does occur and the Site Coordinator was not made aware, please notify them of the injury the following day. If your child is injured, the Site Coordinator or designee will notify you and written documentation will be provided.

CONNECTING WITH OUR FAMILIES

As parents and family members, you are the primary teachers in the life of your child. Connecting with the parent/family members is an important aspect of operating our Crossroads After-School Program.

We encourage you to visit, participate in activities or volunteer your time in teaching student's your favorite hobby, activity or talent. Monthly Crossroads Newsletter will be given out to each family along with monthly reminders of days off.

The following individuals are your contacts based on the after-school program your child attends.

PROGRAM CONTACTS

NAME OF CONTACT	LOCATION/SCHOOL	EMAIL
Becky Johansen	PreK ECLC	johanson.rd@easthartford.org
Jasmine Brown	Goodwin	brown.jd@easthartford.org
Wendy James	Langford	james.wd@easthartford.org
Tere Formilus	Mayberry	nicholson.tr@easthartford.org
Stephanie Alicea	O'Brien	alicea.sa@easthartford.org
Myles Callis	O'Connell West	callis.mh@easthartford.org
Ericus Adams	O'Connell East	adams.ea@easthartford.org
Nancy Cusson	Pitkin	cusson.nl@easthartford.org
Darchelle Hitchins	Silver Lane	hutchins.ds@easthartford.org

July 2017

S	M	T	W	T	F	S
						1
2	3	J	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

August 2017 - 2

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	{NTO}	NTO	NTO	24	25	26
27	SD ⁺	SD ⁺	30	31		

September 2017 - 20

S	M	T	W	T	F	S
					1	2
3	LD	5	6	7	8	9
10	11	12	13	14	15	16
17	18 ^B	19	20	21 ¹	22	23
24	25	26	27	28	29	30

October 2017 - 20

S	M	T	W	T	F	S
1	2 ^B	3	4	5	SD	7
8	CD	10 [#]	11 [#]	12 [#]	13 [#]	14
15	16 ^B	17	18	19	20	21
22	23	24	25	26 ¹	27	28
29	30	31				

November 2017 - 18

S	M	T	W	T	F	S
			1	2	3	4
5	6 ^B	SD	8	9	VD	11
12	13	14	15	16	17	18
19	20 ^B	21	<22>	TG	TG	25
26	27	28	29	30		

December 2017 - 16

S	M	T	W	T	F	S
					1	2
3	4 ^B	5	6	7	8	9
10	11	12	13	14	15	16
17	18 ^B	19	20	21	22	23
24/31	XM	XM	(27)	(28)	(29)	30

**EAST HARTFORD
PUBLIC SCHOOLS
2017-2018
SCHOOL YEAR**

**STUDENTS REPORT
AUGUST 30, 2017**

KEY

B REGULAR BOARD OF EDUCATION MEETINGS

SD STAFF DEVELOPMENT (+ includes Paras)

<> DISTRICT HALF DAYS

ELEMENTARY & MIDDLE SCHOOL PARENT CONFERENCES / STUDENT HALF DAYS (EHMS and SUNSET RIDGE 10/10 - 10/13 & 3/15/18 ONLY)

= EHHS PARENT CONFERENCE NIGHT

() SCHOOL VACATION

[] EHHS EXAMS AND 9-12 STUDENTS HALF DAYS

S SNOW DAY MAKEUP

! SD/STUDENT EARLY DISMISSAL

NTO NEW TEACHER ORIENTATION

HOLIDAY/DISTRICT CLOSING

J FOURTH OF JULY

LD LABOR DAY

CD COLUMBUS DAY

VD VETERANS DAY

TG THANKSGIVING BREAK

XM CHRISTMAS BREAK

NV NEW YEAR'S DAY

TK THREE KING'S DAY

MLK M.L. KING'S BIRTHDAY

WB WASHINGTON'S BIRTHDAY

GF GOOD FRIDAY

MD MEMORIAL DAY

[] 10 MONTH SECRETARIES 1ST & LAST DAYS OF WORK

*SCHOOL ENDS JUNE 8, 2018
(TENTATIVE)
- OVER -*

APPROVED BY BOE: MARCH 7, 2016

January 2018 - 21

S	M	T	W	T	F	S
	NY	2	3	4	5	6
7	[8]	[9]	[10]	[11]	[12]	13
14	MLK	16	17	18	19	20
21	22 ^B	23	24	25	26	27
28	29	30	31			

February 2018 - 18

S	M	T	W	T	F	S
				1 ⁼	2	3
4	5	6	7	8	9	10
11	12 ^B	13	14	15	16 ¹	17
18	WB	SD	21	22	23	24
25	26	27	28			

March 2018 - 21

S	M	T	W	T	F	S
				1	2	3
4	5 ^B	6	7	8	9	10
11	12 [#]	13 [#]	14 [#]	15 [#]	16 ¹	17
18	19	20	21	22	23	24
25	26 ^B	27	28	29	GF	31

April 2018 - 16

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	(9)	(10)	(11)	(12)	(13)	14
15	16 ^B	17	18	19	20	21
22	23	24	25	26 ¹	27	28
29	30					

May 2018 - 22

S	M	T	W	T	F	S
		1	2	3	4	5
6	7 ^B	8	9	10	11	12
13	14	15	16	17	18	19
20	21 ^B	22	23	24 ¹	25	26
27	MD	29	30	31		

June 2018 - 6

S	M	T	W	T	F	S
					[1]	2
3	[4] ^B	[5]	[6]	[7]	<8>	9
10	11 ^S	12 ^S	13 ^S	14 ^S	15 ^S	16
17	18 ^{BS}	19 ^S	20 ^S	21 ^S	22 ^S	23
24	25	26	27	28	{29}	30