



NEW LONDON
PUBLIC SCHOOLS

PARENT HANDBOOK

Afterschool Program Policies & Expectations

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ABOUT THE PROGRAM

NLPS Elementary After-School Programs support students and families by providing age-appropriate activities that enrich the school day curriculum and foster students' emotional, social, and academic growth in a safe and nurturing environment. We are so excited to provide our students and families with a high quality, hands on and engaging after-school experience.

PROGRAM DETAILS

Days:

This program runs Monday through Friday on full school days only. Please note that the program does not run on half days, early dismissals, school holidays, or when school is closed due to inclement weather or other emergencies.

Hours and Locations:

School	Address	Program Hours
Nathan Hale Arts Magnet	37 Beech Drive New London, CT 06320	3:00pm-5:30p <i>*Wednesday 2:24pm-5:30pm</i>
C.B. Jennings International	50 Mercer Street New London, CT 06320	3:30p-5:30p <i>*Wednesday 2:49pm-5:30pm</i>
Winthrop STEM	74 Grove Street New London, CT 06320	3:30p-5:30p <i>*Wednesday 2:49pm-5:30pm</i>

**Hours vary due to different dismissal times by school.*

Program Fees and Registration:

There are no fees associated with New London Public Schools After-School Programs. This program is completely *free* for all students. Please note that space is limited, and registration is on a first-come, first-served basis. Families must re-register each school year to participate.

Waitlist:

If the program reaches capacity, you may register for the waitlist. Students are enrolled from the waitlist in the order received, *as space becomes available*.

**Please note that the waitlist registration does not guarantee placement. If a spot opens, we will contact you with a start date.*

Although our programs may be full, please see the *Before Care and After Care Resources* section for more aftercare options in the area.

Daily Schedule:

- Arrival & Snack (3:04pm- 3:30pm): Upon arrival, students enjoy a light supper and social time with their peers.
- Academic Support (3:30pm- 4:00pm): Students will have 30 minutes for academic support. After snack students transition to quiet, grade-level spaces for academic support. This time reinforces school-day learning and helps strengthen core academic skills.
- Enrichment Activities (4:00pm- 5:00pm): Throughout the school year, students rotate through a variety of club-style enrichment activities led by teachers and community partners. Activities may include *Science & Nature, Technology, Gaming & Coding, Arts, Music & Dance, Engineering, Health & Nutrition, Recreation, Environmental Studies, Multicultural Exploration, and Community Service Projects.*

Family Engagement:

Several family engagement events are held during the program year. Communication about these events will be sent via email and flyers sent home. The most important partners in this program are our parents and guardians. We strongly encourage your participation in the parent and family events that are offered throughout the year. We welcome your input in sharing your recommendations and interest in programming, as we strive to provide fun and enriching activities for our families. Some programs that we have offered in the past include:

- Literacy Night
- Family Game Night
- Palette Night

A light dinner is provided at these events for our families.

Transportation:

There is no bus transportation home from the afterschool program. All parents/guardians and/or authorized personnel must transport their child home from the program no earlier than 5:00pm and no later than 5:30pm.

Snack:

A snack is provided by New London Public Schools Child Nutrition each day during the afterschool program.

Communication:

Open communication is at the core of any successful youth program. All communication is sent via email, Arbiter Sports, and face to face conversations. The Site Coordinator and District Coordinator are available to speak with parents and/or guardians during the day and evenings. They can be contacted by phone and/or text as well as email. Please see *Program Contact Information* section for site contact information.

PROGRAM CONTACT INFORMATION

School	Site Coordinator	Phone & Email
Nathan Hale Arts Magnet	Yolanda Thronton	Phone: 860-316-6542 Email: thorntony@newlondon.org
C.B. Jennings International	Kimberly Pinero-Almonte	Phone: 860-316-6545 Email: pineroalmontek@newlondon.org
Winthrop STEM	Cynthia Vitorino	Phone: 860-316-6548 Email: vitorinoc@newlondon.org
District Coordinator Out of School Time	Alexandra Colon	Phone: 860-781-1903 860-271-4104 Email: colonal@newlondon.org
Assistant Superintendent	Jennifer Hills-Papetti	Phone: 860-447-6014 Email: hills-papettij@newlondon.org

ATTENDANCE POLICY

Consistent attendance is **required**. Students must attend all **5 days per week**. Attendance is monitored closely by the District Coordinator. Students must maintain an **80%** attendance average. If students are consistently absent and falling below **80%** parents will be notified by the Site Coordinator. If a student's attendance continues to fall below **80%**, they may be at risk of removal from the program.

Excused Absences:

- If a student is absent from school or sent home early during the school day, their absence from the after-school program is automatically excused.

Unexcused Absences:

- If a student attends school but does not attend the after-school program, the Site Coordinator may contact the parent/guardian to follow up.
- Repeated unexcused absences may result in dismissal from the program.

Communication Expectations:

- If your student attends school but will not attend the after-school program on a given day, please notify the school's main office to update the dismissal plan.
- Without proper notification, your child will be sent to the afterschool program as usual.

Dismissal Process Due to Inconsistent Attendance:

- The Site Coordinator will contact the parent/guardian to review the attendance policy if a pattern of unexcused absences emerges.
- If the attendance issue persists, a written notice of dismissal will be sent to the parent/guardian.

BEHAVIOR EXPECTATIONS & POLICIES

Behavior Expectations:

All students are expected to:

- Treating peers and staff with courtesy, cooperation, and respect.
- Follow program rules and routines.
- Contribute to a safe and positive environment for all.

Behavior Policy: “3-Strike” System

If a student engages in disruptive, harmful, or unsafe behavior, the following steps will be taken:

- Strike 1 – First Warning: Student is suspended from the program for 1 day.
- Strike 2 – Second Warning: Student is suspended for 2 days.
- Strike 3 – Final Warning: Parent/guardian is called for immediate pick-up. Students are permanently removed from the program.

In the event of inappropriate behavior, Program Staff and the Site Coordinator will speak to the student. An Incident Report will then be written and reviewed with the parent.

Immediate Suspension or Dismissal

- Students cannot be de-escalated.
- Students pose a serious threat to themselves or others.
- Results in a significant disruption to the program.

The parent/guardian will be contacted for immediate pick-up, and the student may be immediately suspended or dismissed, regardless of strike status.

We appreciate your partnership in reinforcing respectful behavior and ensuring a safe and positive after-school experience for all students.

PICK-UP & LATE PICK-UP POLICY

Pick-Up Policy

Per grant funding guidelines, students are expected to fully participate in the entire 2.5-hour program each day. If you need to pick up your child early for a medical appointment or sports, you must notify the Site Coordinator in writing ahead of time.

**Please note: During programming, staff are actively engaged with students and may not be immediately available at the door.*

Authorized Pick-Up

- Only individuals listed as approved pick-up contacts may pick up students.
- Parents/guardians are responsible for keeping the pick-up list current and notifying the Site Coordinator of any changes.
- All individuals must present a valid photo ID at pickup.

Late Pick-Up Policy

All students must be picked up by the end of the program day. If you are running late, contact your Site Coordinator immediately.

Late Pick-Up Consequences:

- 1st Time: Verbal warning.
- 2nd Time: Written warning.
- 3rd Time: Student will be dismissed from the program.

If no one is reached, the New London Police Department will be contacted for assistance. Thank you for your attention to these guidelines, which help us maintain a safe, structured, and successful after-school environment for all students.

PROGRAM SAFETY & CLOSURES

Fire and Safety Drills:

New London Public Schools hold regular safety drills during the school day. The afterschool program will also facilitate fire and safety drills. All students are expected to exit the building quietly and orderly. Students should walk quickly, but safely with a purpose. Everyone must exit the building and evacuate. Groups will use the exit route described in the emergency evacuation diagram posted in all classrooms.

Inclement Weather:

New London Public Schools afterschool program will follow all district closings due to inclement weather. If school is dismissed early or cancelled due to snow or other emergencies, The afterschool program will be cancelled as well. This is to ensure the safety of your child(ren). If the afterschool program is cancelled, please call the main office to update any dismissal changes.

For closing information, please check our district website, social media platforms, and Parent Square.

Holidays and Half Days:

New London Public School afterschool programs follow the district calendar for major holiday closings. The afterschool program operates on FULL school days only. There will be no afterschool programming on 1/2 days. Parents and/or guardians must contact their student's school's main office to make any dismissal changes.

BEFORE CARE & AFTER CARE RESOURCES

Before Care Programs

Before care is available through various programs, in partnership with New London Public Schools.

New London Parks and Recreation

- Days: Monday through Friday
- Hours: Starting at 7:00am
- Cost: \$30 per week OR \$6 per day (*no charge for days there is no program*)
- Available Location(s): Nathan Hale, Winthrop, and C.B. Jennings
- Program Contact:
 - Phone: 860-447-5230
 - Email: sbousquet@newlondonct.org.
 - Website: <https://newlondonct.myrec.com/info/default.aspx>

The Drop-In Learning Center

- Days: Monday through Friday
- Hours: Starting at 7:00am-9:00am
- Cost: \$60 per week OR \$12 per day
- Available Location: 71 Federal Street New London, CT 06320
- Program Contact:
 - Phone: 860-442-4466
 - Email: admin@dropinlearningcenter.org.
 - Website: <https://www.dropinlearningcenter.org/youth-programs>

After Care Programs

Before care is available through various programs, in partnership with New London Public Schools.

New London Parks and Recreation Afterschool “HUB”

- Days: Monday through Friday
- Hours: Until 5:15pm
- Cost: \$35 per week aftercare without swim lessons, OR \$7 per day (*no charge for days there is no program*). An additional \$10 per for each Wednesday of the month for swim lessons.
- Available Location(s): 1 Recreation Way New London, CT 06320
- Program Contact:
 - Phone: 860-447-5230
 - Email: sbousquet@newlondonct.org.
 - Website: <https://newlondonct.myrec.com/info/default.aspx>

The Drop-In Learning Center *Afterschool Enrichment*

- Days: Monday through Friday
 - Hours: Until 5:30pm
 - Cost: \$60 per week OR \$12 per day
 - Care4Kids is accepted. *Please contact The Drop-In Learning Center for more information.*
 - Available Location(s): 76 Federal Street, New London, CT 06320
- Program Contact:
- Phone: (860) 442-4466
 - Email: admin@dropinlearningcenter.org
 - Website: <https://www.dropinlearningcenter.org/youth-programs>

The Salvation Army Boys & Girls Club

- Days: Monday through Friday
 - Hours: Until 5:30pm
 - Cost: *Please contact The Salvation Army Boys & Girls Club for more information.*
 - Available Location(s): 11 Governor Winthrop Boulevard, New London, CT 06320
- Program Contact:
- Phone: (860) 443-6409
 - Email: Brandon.Gonzalez-Cottrell@usa.salvationarmy.org
 - Website: <https://easternusa.salvationarmy.org/southern-new-england/new-london/>



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