



THRIVE Expanded Learning Program Parent & Student Handbook

Thermalito Union Elementary School District

Nalini Varahamurti, Director of Expanded Learning
2045 4th St.
Oroville, CA 95965

Phone: 530-532-4376 | Website: www.thermalito.org

Admin Secretary: Cassandra Tovar ext 8822

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Welcome to the Thrive Program

Dear Parents, Guardians, and Students,

Welcome to the **Thrive Expanded Learning Program** inside the Thermalito Union Elementary School District. Our program is designed to provide a safe, engaging, and nurturing environment for students beyond regular school hours, and free of charge to all families. Thrive balances academic support, enrichment activities, physical fitness, and social-emotional development to ensure every child has the tools to succeed and flourish.

The Thrive program is funded through state grants, including the Expanded Learning Opportunities Program (ELO-P), the After School Education and Safety (ASES) grant, and the Attendance Recovery Program (ARP). These funds allow us to offer comprehensive after-school services at no cost to participating families.

This handbook outlines our program expectations, policies, and operating details. Please review this information carefully with your student to ensure a positive and productive experience for everyone. We look forward to a fantastic year of learning and growth together!

Sincerely,

*Nalini Varahamurti, Director of Expanded Learning
Thermalito Union Elementary School District*

Program Mission and Goals

Our Mission: To cultivate a safe, inclusive, and enriching space where students discover their potential, develop critical skills, and connect with their community through hands-on learning and collaborative play.

Core Goals:

- **Academic Support:** Provide dedicated homework assistance, targeted tutoring, and literacy/math reinforcement aligned with district standards.
- **Enrichment Opportunities:** Expose students to science, technology, arts, music, nutrition, and recreation to spark new interests and creative outlets.
- **Healthy Choices:** Promote lifelong wellness through daily physical activity, active sports, and nutritious daily meals.
- **Social-Emotional Growth:** Teach problem-solving, empathy, respect, and responsibility through positive behavior intervention models and lessons.

Supper Meal: A supper meal will be provided daily, based on USDA guidelines by the Thermalito's Nutrition Services Department at no cost to families.

Academic Time: Students are required to participate in academic times of the day. This will include 30

minutes of reading and 30 minutes of homework, reading/math interventions, and/or the Attendance Recovery Program (ARP) if applicable. Staff will be available to help students with their homework, but it is ultimately the student's and parent's responsibility to complete their assignments.

Field Trips: Field trips may be included in the Thrive Program. Parents/guardians must sign a permission slip prior to your child attending the field trip.

Electronics & Personal Belongings: Electronic devices, including cell phones, smart watches and personal gaming devices, may not be used while attending Thrive. Students should not bring valuables to the program. Please label your child's belongings such as jackets and backpacks. Thrive is not responsible for lost or stolen items.

Program Locations & Operating Hours

The Thrive Program operates on all regular school instructional days. Programs open immediately upon school dismissal and remain open until **6:00 PM**. Please note specific operating hours for each campus below, including early release Wednesdays:

Site Name	Grades Served	Mon, Tue, Thu, Fri Hours	Wednesday (Early Release)
Nelson Avenue Middle School	6, 7, & 8	3:22 PM – 6:00 PM	1:54 PM – 6:00 PM
Poplar Avenue Elementary	TK, K, 1, 2, 3, 4, & 5	2:55 PM – 6:00 PM	1:45 PM – 6:00 PM
Sierra Avenue Elementary	TK, K, 1, 2, 3, 4, & 5	2:40 PM – 6:00 PM	1:25 PM – 6:00 PM
Plumas Avenue Elementary	K, 1, 2, 3, 4, & 5	2:55 PM – 6:00 PM	1:55 PM – 6:00 PM
Siskiyou Avenue Elementary	TK	2:25 PM – 6:00 PM	1:15 PM – 6:00 PM

Intersessions and Holiday Breaks: Thrive provides full-day programming from **8:30 AM to 5:30 PM** during designated intersessions (October, November, February, and March) and the Summer Session. Separate sign-ups are required for these extended days. Please refer to the annual district calendar for precise registration timelines.

Attendance and Early Release Policy

Because the Thrive after-school program is state-funded, regular and consistent attendance is critical to maintaining your child's enrollment slot and ensuring the sustainability of program funding.

Mandatory Participation Requirements

Students are expected to attend the program daily for the full duration of the session hours, and a release from the program earlier than 5:00 PM is considered an Early Release from Thrive.. Continuous, unexplained absences or frequent early sign-outs may result in a student being un-enrolled from the program..

Early Release Policy

We understand that family obligations, medical appointments, and external extracurricular activities occasionally require a student to leave before 6:00 PM. Parents/guardians must document any early release on the daily sign-out sheet, providing one of the approved state-sanctioned reasons:

1. Parallel educational, athletic, or enrichment programming.
2. Medical, dental, or therapeutic appointments.
3. Family emergencies or critical familial obligations.
4. Transportation constraints or safety hazards associated with traveling.
5. Other reasons explicitly authorized by the District Extended Learning Director.

Admission and Enrollment Guidelines

The Thrive program accepts applications for all eligible students enrolled within the Thermalito Union Elementary School District. Enrollment priority follows California Education Code requirements for ELO-P and ASES programs based on Thermalito's Unduplicated Pupil Percentage (UPP), which allows all Thermalito students a slot in the Thrive program.

Expectations and Safety

To preserve a constructive learning and social atmosphere, the Thrive program implements behavior guidelines consistent with regular school-day rules. Our focus relies on positive behavior interventions and supportive conflict resolution.

Code of Conduct

Student Responsibilities: All students participating in the Thrive program are expected to:

- Have fun and encourage those around you
- Attend the program regularly, except when in accordance with the established "Early Release Policy"
- Be attentive and respectful when After-School Program staff is talking/giving instructions
- Follow all regular school day rules and behavior guidelines
- Follow Thrive's [Technology Use Expectations](#)
- Always communicate with the After-School Program staff when an issue arises
- Be a good steward of the campus and the program

Parent Responsibilities: All parents of a student participating in the Thrive program are expected to:

- Assure your child attends the program regularly, except when in accordance with the established “Early Release Policy”
- Call the Thrive Site Coordinator when your child will be absent from the program
- Review your child’s completed homework
- Be on time to pick up your child, with no expectations later than 6:00 p.m.
- Always communicate with the Thrive staff when an issue arises
- Always be safe, respectful, and responsible; never using foul or threatening language, and otherwise upholding the standards outlined in the Code of Conduct
- Help your child maintain a healthy lifestyle while attending Thermalito’s Thrive, in accordance with TUESD’s [Wellness Policy](#)

Thrive Staff Responsibilities: All staff participating in the Thrive program are expected to:

- Communicate and uphold behavior expectations with students and families.
- Establish and model an environment of appropriate behavior.
- Follow PBIS (Positive Behavior Interventions and Supports) model for student success.
- Follow TUESD emergency procedures and run safety drills.

Abandoned Child at Close of Program

If a student has not been picked up prior to/at 6:00 p.m., the following steps will be taken:

1. Parent/Guardian contact numbers will be called.
2. All other authorized individuals listed on the student’s enrollment form will be called.
3. Staff will continually attempt to contact an authorized individual until 6:30 p.m.
4. After 6:30 p.m., a student is considered “abandoned” and the local Police Department, Sheriff’s Office, and/or Child Protective Services will be called.
 - a. The student will be released to the responding agency and staff will share with them what steps they have taken to locate the parents.
5. Staff will notify the parent/guardian of the agency the student was released to.
 - a. Contact information for all agencies is available at the end of this document.

Disciplinary Steps

Discipline will be administered and maintained in a positive manner, which is youth-oriented and contributes to a child’s development. Students enrolled in Thermalito’s Thrive Program will be required to follow established regular day school rules. The regular day Principal works closely with the Site

Coordinator to establish consequences for misbehavior. Parent and or student behavior that is disruptive, harmful, or causes injury to others may result in the following disciplinary actions:

1. **Verbal Warning & Redirection:** The student reflects on behavior with a staff member.
2. **Parent Consultation:** A written behavior notice is sent home, requiring parent review and signature.
3. **Behavior Contract / Suspension:** A collaborative meeting is arranged to set definitive goals, or a temporary program suspension is assigned.
4. **Program Dismissal:** If behavior continuously risks student safety or impacts program delivery, enrollment may be revoked.

Health and Safety Practices

Sign-In & Sign-Out Procedures: Students transition directly from their regular school day to the Thrive sign-in area. For dismissal, students must be signed out daily by an authorized adult or sibling listed on the enrollment profile. Valid photo identification may be requested at any time to verify pickup authority.

Medical Concerns & Illness: It is the parent/guardian's responsibility to monitor the daily health and physical condition of their student and determine their ability to actively participate in programs.

When a student shows signs of illness or infectious/contagious conditions, a parent/guardian will be contacted and must pick up the student immediately. The student will be isolated and made comfortable until a parent/guardian or designee can pick up.

If a student becomes ill during program hours, the parent/guardian will be contacted immediately for pickup. Program staff will follow district-approved medical protocols regarding medication administration, requiring signed physician consent forms stored in the school office.

Site Emergency

In the event of an emergency or natural disaster the following general plan of action will be in effect:

- Students will be directly supervised and remain at the site until they can be picked up by the parent/guardian or other authorized person.
- In the event of a site evacuation, students will be taken to a preplanned relocation area as determined by each site's safety plan. Efforts will be made to contact parents/guardians *and* the program staff will remain with the students until they are picked up by a parent/guardian or authorized person.

Each program site will initiate their respective and appropriate Emergency Action Plan, see their individual policy handbooks for specific details.

Dress Code

The appropriate dress for attendance at Thrive will be the SAME as the school of attendance. Children must wear shoes at all times unless during a special activity as permitted by staff.

Movies and Video Games

In keeping with appropriate and responsible role modeling for youth, all movies and games must be “G” or “E” rated to be shown or played. On occasion, middle school students may view “PG” movies with parental permission.

Parent and Family Involvement

Parents are important people! Although parents are not required to participate in the Thrive Program, parental involvement is strongly encouraged.

During the year, special meetings and events are held for parents. These are conducted on a site-by-site basis. If you have a special talent that you would like to share with the children, please contact your student’s Site Coordinator. All volunteers need to be cleared for participation through Thermalito’s Human Resource Department.

And, of course, you are always welcome to drop in anytime to observe program activities so long as you don’t interfere with the program.

Getting in Touch

Each school site has a designed Site Coordinator parents can reach out to in the following ways:

Site Name	Site Coordinator Name	Site Coordinator Email
Nelson Avenue Middle School	Tara Morgan	tmorgan@thermalito.org
Poplar Avenue Elementary	Meng Hang	mhang@thermalito.org
Sierra Avenue Elementary	Emily Jones	ejones@thermalito.org
Plumas Avenue Elementary	Elnora Hendricks	ehendricks@thermalito.org
Siskiyou Avenue Elementary	Meng Hang	mhang@thermalito.org
District Wide	Makenna Ilui Athletic Coordinator	miuli@thermalito.org

Notice: This handbook is subject to revision by the Glenn County Office of Education for modification, amendments, or updates at any time.. The most current version supersedes all previous versions. Policies and procedures outlined herein may be amended and are not to be construed as a contract.