

PRIME TIME

2019 Summer Journey Family Handbook



"Building Futures While Having Fun"

Blue Springs School District

District Contact:

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Prime Time Summer Journey (SJ) Directory - 2019*

Daniel Young Elementary

505 SE Shamrock Lane

Blue Springs, MO 64014

Site Leads: Tanner Forbes (816.874.3633 / tforbes@bssd.net); Nicole Lewis (nlewis@bssd.net)

Franklin Smith Elementary

1609 SW Clark Road

Blue Springs, MO 64015

Site Lead: Krissi Thurman (816.874.3647 / kthurman@bssd.net)

James Lewis Elementary

717 NW Park Road

Blue Springs, MO 64015

Site Leads: Amy King (816. 874.3653 / aking@bssd.net); TBD

James Walker Elementary

201 SE Sunnyside School Rd

Blue Springs, MO 64014

Site Leads: Janice Smith (816. 874-3668 / jsmith1@bssd.net); Gayle Quick (gquick@bssd.net)

Thomas Ultican Elementary

1812 NW Vesper

Blue Springs, MO 64015

Site Lead: Marc Bass (816.874.3716 / mbass@bssd.net)

Voy Spears Jr. Elementary

201 NE Anderson

Lee's Summit, MO 64064

Site Leads: Nikki Gibbs (816.874-3728 / ngibbs@bssd.net); Joey Young (jyoung@bssd.net)

William Yates Elementary

3600 Davidson Rd

Independence, MO 64055

Site Leads: Jessica Anderson (816-874-3746 / janderson2@bssd.net); Lindsey Williams (lwilliams3@bssd.net)

*Site leads may be assigned to a location for the SJ term other than where they provide service during the regular school year. The above information reflects SJ locations, the name of the respective site lead(s), office phone numbers, and email addresses. Prior to summer break, SJ site leads should be contacted at their regular school year location. Once the SJ session begins, they should be contacted at that site.

Prime Time Mission Statement

The mission of the Prime Time program is to provide high quality, fee-based off-school hour and full-day service through a safe, engaging, nurturing, and interactive environment that supports children, youth, parents, and the community.

Prime Time Goals/Objectives

In order to ensure a meaningful experience for all participants,* the Prime Time Program will:

- Provide a safe, engaging, nurturing, interactive, and supportive environment
- Maintain high expectations regarding performance and behavior
- Develop and expand individual interests
- Support school-related activities, concepts, projects, and skills
- Encourage expression of ideas, thoughts, and feelings
- Promote active listening, observation, discovery/exploration, questioning, critical-thinking/ problem-solving, and choice-making
- Promote collaboration, positive reinforcement, conflict-resolution, and consensus-building
- Promote physical fitness and personal wellness
- Develop and model self-respect, self-control, and self-motivation
- Develop and model respect and appreciation for others
- Communicate with parents, be understanding of their needs, and welcome their active involvement
- Maintain effective supervision through targeted staff to participant ratios of 1:15
- Develop staff potential through focused support and guidance, shared decision-making, leadership maximization, and quality professional development opportunities

*For the purposes of this handbook, elementary level (i.e., grades incoming kindergarten through exiting 5th) children who are attending the Prime Time program shall be referred to as "participant(s)" and adults legally liable for enrollment and payment purposes as "parent(s)."

Notice of Non-Discrimination

The Blue Springs School District (BSSD) does not discriminate on the basis of race, color, national origin, sex, age, or disability in the admission or access to, or treatment or employment in, its programs or activities. Inquiries concerning the district's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA) should be made to either the Director of Human Resources (Title VI, Title IX), the Director of Buildings and Grounds (ADA), or the Co-Director of Special Education (Section 504) at: Administrative Service Center, 1801 NW Vesper, Blue Springs, Missouri 64015/(816) 874-3200.

Discrimination Grievance Procedures

The BSSD School Board has adopted policies and procedures in order to assist in the fair, prompt, and equitable resolution of student, parent/legal guardian, or employee discrimination or harassment grievances. A grievance is a claim by a student, parent/legal guardian, or employee that a violation of Title VI (race, color or nation origin), Title IX (sex), Section 504 (disability), Title II of the Americans with Disability Act (disabilities), the Age Discrimination Act of 1975, the Boy Scouts Act or their regulations, has occurred in the programs, activities or facilities of the District. Whenever a grievance occurs, every effort will be made to secure an appropriate resolution as early as possible. At each step of the grievance process, the grievant shall be entitled to identify witnesses and present other relevant information. The District will take necessary steps to correct any conduct which was proven to be discriminatory or harassing and the effects caused by the conduct and to prevent recurrence.

The grievance procedure includes four steps. At Level One, a grievant may make an appointment with and discuss the matter with the appropriate principal to reach a resolution. Level Two requires the grievant to reduce the grievance to writing, sign it, and submit it to the appropriate compliance coordinator. Level Three is an appeal to the superintendent. Level Four is a final appeal to the Board of Education. The decision of the Board of Education shall be final and the grievant shall be informed of the decision in writing. Any

grievance or appeal not filed within the time limits set forth in the policy, unless there is a mutually agreed extension of time, shall be deemed denied. For a full statement of the grievance policy including time lines for submitting a grievance, please see Board Policy 2.12

Limitation of Services

Prime Time participants must be capable of full inclusion in program activities and of self-managing toileting needs. Prime Time will delay and/or deny entry when operations would have to be fundamentally altered in order to provide service. The same applies to situations in which a participant's presence poses a direct threat to his/her health or safety or to others. Failure to fully disclose any and all special needs and/or accommodations when applying may delay entry into and/or result in exclusion from the program.

Incoming Kindergartners

To participate, incoming kindergartners must be: 1) age eligible (i.e., 5 prior to August 1); 2) enrolled for the 2019-2020 school year; 3) current with immunizations; and 4) capable of personally managing toileting needs. Activities for incoming kindergartners will be developmentally appropriate, closely supervised, and may be limited in number and proximity (i.e., only occur within district boundaries) due to safety considerations.

Exiting Fifth Graders

Exiting 5th graders will attend summer school at Paul Kinder Middle School. During the 19-day summer school session, SJ 5th grade students will be bused by the district daily from their Prime Time site to and from the designated middle school location for class from 8:00 a.m. to 3:00 p.m.

Calendar/Hours of Operation

June 5 th - June 27 th	Reduced hours during summer school/6:30-8:30 a.m. & 3:30-6:00 p.m.
June 28 th - Aug 14 th	Full-day service/6:30 a.m. to 6:00 p.m.
July 4 th	Closed for Independence Day holiday
Aug 15 th , 16 th , 19 th & 20 th	Closed to prepare for start of 2019-2020 school year

Staff Ratios

Close supervision is provided with the target ratio being one staff member per fifteen participants (i.e., 1:12 for incoming kindergartners). This staffing ratio meets the guidelines and licensing standards prescribed by the Missouri Department of Health, Missouri School-Age Care Alliance, and National After-School Alliance.

Regular Summer School

All SJ participants must be enrolled and take part in the district's summer school program.

Registration/Registration Fee

A completed application packet and paid registration fee are required for participation. Each SJ site will be open one evening for registration purposes. Families that attend during the regular school year are given priority status (i.e., must confirm intent at registration event). Families new to PT and are only wanting SJ full-term service (June-August) will be given second priority status. Families with a need other than full-term service (i.e., only summer school term; only full-day session) may be directed to another site depending upon program space availability and/or staffing limitations. After registration, open enrollment will continue during regular business hours until the start of the SJ term. All enrollments after the start of the SJ term are subject to space availability and/or staffing capacity. A non-refundable fee of \$150.00 per participant, payable to PT by check, cashier's check, or money order is required at the time of registration (RevTrak is not available for this purpose if registration occurs prior to June 1). The enrolling parent is financially responsible for weekly fees and for assuring they are paid on time.

Weekly Fees

The enrolling parent is financially responsible for weekly fees and for assuring they are paid on time. Fees are due the first day of scheduled service per week, prorated for less than 5-day weeks, and reduced during the 19-day summer school term. Attendance is either on a full-time (FT)/5 days per week or abridged (A)/3 days per week basis with families being provided a discounted fee (DF) for multiple participants (i.e., 2nd on). Abridged families pay the full fee amount as long as the week entails 3 days. The fee schedule is as follows:

June 5 th - June 7 th	FT - \$60.00/DF - \$55.00	A - \$60.00/DF - \$55.00
June 10 th - June 14 th	FT - \$75.00/DF - \$70.00	A - \$60.00/DF - \$55.00
June 17 th - June 21 st	FT - \$75.00/DF - \$70.00	A - \$60.00/DF - \$55.00
June 24 th - June 28 th	FT - \$80.00/DF - \$75.00	A - \$64.00/DF - \$59.00
July 1 st - July 5 th	FT - \$80.00/DF - \$75.00	A - \$80.00/DF - \$75.00
July 8 th - July 12 th	FT - \$100.00/DF - \$95.00	A - \$80.00/DF - \$75.00
July 15 th - July 14 th	FT - \$100.00/DF - \$95.00	A - \$80.00/DF - \$75.00
July 22 nd - July 26 th	FT - \$100.00/DF - \$95.00	A - \$80.00/DF - \$75.00
July 29 th - Aug 2 nd	FT - \$100.00/DF - \$95.00	A - \$80.00/DF - \$75.00
Aug 5 th - Aug 9 th	FT - \$100.00/DF - \$95.00	A - \$80.00/DF - \$75.00
Aug 12 th - Aug 14 th	FT - \$60.00/DF - \$57.00	A - \$48.00/DF - \$45.00

Payment Guidelines

Following are the general Summer Journey (SJ) payment guidelines:

1. The enrolling parent is financially responsible for weekly fees and for assuring they are paid on time.
2. A fee is charged on a weekly basis regardless of attendance (see #10 below - vacation exception).
3. Fee payment is due the first day of scheduled program service each week.
4. Fees are prorated for less than 5-day weeks and reduced during the district's summer school session.
5. Fee payment must be made through the on-line RevTrak computerized depository system (<http://bluesprings.revtrak.net>), by personal check (i.e., written in black or blue ink), cashier's check, or money order. Counter checks and cash will not be accepted. A driver's license #, birth date, current phone #, and participant's name printed in the comment section are required on all checks.
6. Fee payments should be given to the site lead, assistant, or be placed in the drop box.
7. A \$5.00 late fee per participant will be applied on the 2nd day of attendance each week to accounts with an unpaid balance (i.e., only charged once for a respective week).
8. Payment for August 5th through August 14th is due on Monday, August 5th (i.e., see site lead for details).
9. Service will be suspended if payment is overdue for the preceding week (temporarily ineligible).
10. Service will be concluded if late payment occurs more than three (3) times (exited from program).
11. Fees, including advance payments are non-refundable; however, family account funds may be transferred to another Prime Time site.
12. A minimum of one week advance parent notice in writing is required prior to separating service. Failure to do so will result in the account being charged for the transition week (i.e., payment is due).
13. Vacation time is the only exception regarding weekly fees (i.e., Full-time: five parent discretionary days; Part-time: three parent discretionary day). Written notice must be provided to the site lead or assistant at least one (1) week prior to using vacation time. Vacation cannot be carried over into the following school year or subsequent SJ term.
14. A fee of \$3.00 per minute per participant will be charged for pick-up after 6:00 p.m. A total of three (3) late pick-up occurrences will result in program exclusion.
15. Unless otherwise communicated by site staff or specified on the activity calendar, parents are required to provide a sack lunch and beverage each day. If one is forgotten and the program has to meet this need, a minimum fee of \$15.00 per participant will be charged to the family's account.

16. In the event a check is returned for insufficient funds, fee payment will be collected electronically, and a charge of \$30, or the maximum allowed by law, will be assessed by the district. The check writer is responsible for all costs associated with a referral to the district's collection agency, ECS (303-486-0840), as well as an additional \$15 amount charged separately by SJ. If collection through ECS is unsuccessful, the matter may be forwarded to the Jackson County Prosecuting Attorney's office. Once an insufficient fund check is received, Summer Journey maintains the option to refuse any future checks and may require fee payment to be made by money order only. After three (3) returned checks, fee payment must be made solely by money order.
17. Tax information is provided to families as a courtesy from Prime Time. Should an outstanding account balance occur, payment in full must be received prior to receiving tax paperwork.
18. An official SJ T-shirt must be worn daily unless otherwise communicated by the site lead. Arrival without a SJ T-shirt will result in one being provided and the family account being charged \$7.50.

As a result of being totally fee supported, the Prime Time program does not offer any subsidies or scholarships. Site leads should be contacted directly regarding the possibility of applying for fee assistance through a state agency (e.g., Department of Social Services/DSS). Families are responsible for all outstanding account balances until confirmation of approval has been received in writing from an appropriate state agency. Families are also responsible for any monetary difference between what is provided by the appropriate state agency and what is owed to the program on a weekly basis.

Arrival and Departure Procedures

Arrival: Participants must be escorted into the building for site journal or electronic (i.e., only sites with a time clock computer) record keeping log-in purposes. Drop off without logging in may result in termination of enrollment.

Departure: Participants must be signed/clocked-out for pick up by 6:00 p.m. daily. The SJ Office should be contacted in advance if special or alternate dismissal arrangements are required. When a call is made and staff are unavailable, a detailed message should be left on the office recorder. An attempt will be made to confirm the message when this occurs.

Sign-In/Out:

1. Participants must be signed in and out by a parent each day (i.e., the parent must physically enter the school site for this purpose). Once signed out, the parent accepts sole responsibility for supervision.
2. A family log will be available on the sign-in/out table for daily record keeping purposes. If checking out during summer school hours, SJ staff should be notified of the program absence.
3. In the event of an emergency, participants can only be picked up by an adult (e.g., high school graduate) authorized on the enrollment form. If an emergency arises, and an adult not on the enrollment form is designated for pick-up, the site lead must be called and the person's name and family password must be provided. The newly designated person must provide the family password and show identification prior to pick-up.
4. Changes in normal pick-up procedures must be communicated in writing or by email/text message to the site lead prior to program release. If there is an emergency, and a staff member is not accessible in the SJ Office, please contact the School Office or Central Office at 874-3200.
5. Any special circumstances regarding custody should be brought to the site lead's attention. In addition, a copy of the court order outlining custody provisions should be given to the site lead for reference purposes and permanent file placement.

Late Pick-Up Procedures

Participants should be picked up by 6:00 p.m. If delayed for any reason, program staff should be called in advance of the late arrival (i.e., to inform affected participants of the reason for the delay; prevents staff from calling emergency contacts on the enrollment form). Late pick-up fees are not waived for emergency situations. Following are the general late pick-up guidelines:

1. The parent will be asked to complete a late pick-up form.
2. The SJ site clock will be used for the correct time.
3. The late pick-up fee is \$3.00 per participant for each minute after 6:00 p.m.
4. Three late pick-up occurrences will result in exclusion from the program.
5. When pick up is more than one hour after closing time, legal authorities may be contacted and/or future service may be immediately be revoked.

Emergency Relocation/Closing Procedures

In the case of an emergency, the district's Central Office may move a respective program site to an alternate location or close SJ early. Parents will be notified immediately by phone whenever an emergency re-location or closure occurs.

Guidance and Discipline

Prime Time maintains high behavioral expectations, adheres to district policy when disciplinary interventions are required, and has established specific rules and guidelines for a safe and fun environment. Occasionally, a reminder of these rules must be provided by program personnel, as well as by a parent. Activities are varied often and designed to be interesting enough to eliminate boredom-related discipline problems. Below are the Prime Time program's disciplinary guidelines:

1. Corporal punishment and threatening are strictly prohibited.
2. Food may not be withheld or portions changed as a punishment.
3. Common discipline strategies are as follows:
 - a. Redirection - A reminder of the specific rule(s) being broken will be provided, and timeout, if needed, will be provided (i.e., "Do you need to take a break?").
 - b. Work It Out/Make A Plan - Assistance will be requested of the participant with resolving the problem (e.g., following the rules) prior to being allowed to return to the activity. Problem-solving will be facilitated by a staff member when necessary.
 - c. Taking A Break - Isolation/Quiet time will occur away from the group. A staff member will talk with the participant to collaboratively decide when to return to the group.
4. If a problem is repeated several times in one day, a parent will be contacted by the site lead.
5. If inappropriate behavior occurs repeatedly, the site lead and principal may conduct a parent conference.
6. If deemed necessary by the site lead and principal, a "Support Plan," including behavior goals, may be developed collaboratively with the parent(s). A conference with the participant and parent(s) will take place prior to plan implementation.
7. If an inability to meet the program's behavioral expectations is repeatedly demonstrated, the parent(s) may be asked to make other arrangements for supervised care, effective immediately.
8. Immediate suspension and/or expulsion without prior parent notice may occur for reasons not specifically limited to: physically hurting or endangering self or someone else, making a threat, damaging school property, theft, constant insubordination, and leaving a designated area or the site without permission.
9. In the case of suspension and/or program separation, the parent is responsible for immediate pick-up and for making alternate care arrangements. If SJ program separation occurs, the participant may not be allowed to return to Prime Time during the following regular school year term.

Things may happen at home that affect a participant's behavior. Parents should discuss these matters with the site lead to better assure success. SJ promotes respect, responsibility, and self-discipline. Parent support and cooperation are greatly appreciated and play a key role in meeting behavioral expectations.

Program Publicity

Prime Time publicizes pertinent information to highlight noteworthy events and/or focus attention on outstanding accomplishments. Accordingly, participants may be recorded, photographed, and/or videotaped while attending program activities (i.e., unless the parent communicates otherwise in writing).

Medication/Health Procedures

SJ adheres to district policy pertaining to medication at school (see Policy 5.96). According to this policy, the parent must provide the site lead with a completed, signed, and dated Medication Permit Form (obtained from the site lead or the school office) prior to their participant being administered prescription medication by program personnel. The medication must be delivered by the parent in the current prescription container and be labeled with the recipient's name, name of the drug, dosage, frequency of administration, route of administration, the prescriber's name, adverse effects, and applicable emergency instructions. Parents must always administer the first dose of new medication to their participant. The parent should notify the site lead of known medical conditions that may require emergency care during program hours (e.g., asthma, diabetes, food allergy, bee sting, seizure disorder). Upon appropriate delivery, medications in pill form will be counted by the site lead in the presence of the parent to verify the quantity received.

Sickness/Accident Procedures

1. The best practice is to stay home when sick. Should an illness occur while in attendance, a parent will be contacted to make arrangements for immediate pick-up. Health conditions under which SJ participation would not be possible are as follows:
 - a. Fever over 100 degrees Fahrenheit (i.e., must be fever free without medication for 24 hours)
 - b. Vomiting and/or diarrhea (i.e., must be vomiting or diarrhea free without medication for 24 hours)
 - c. Pink eye (i.e., has been treated for 24 hours with a prescription antibiotic eye drop or the attendee has been kept home and the eye is free of redness and drainage)
 - d. Chicken pox/shingles (i.e., generally, may return six days after onset of rash)
 - e. Accident requiring medical attention
 - f. Contagious skin rashes (i.e., rash is gone or doctor's diagnosis that the rash is non-contagious has been received)
 - g. Head lice (i.e., active infestation)
 - h. Scabies (i.e., until the day after treatment has been completed)
2. Parents will be notified as soon as possible if exposure to a communicable disease has occurred while in attendance.
3. In the event of a minor accident, staff will carry out necessary first aid, and the parents will be notified. In case of illness, head injury, or a more serious accident, parents will be contacted immediately. In serious cases, 911 and the parents will be called, and emergency personnel will determine if transportation to a hospital should occur.

Safety & Emergencies

- Staff/Participant Ratios: Target staffing ratios are 1:12 for incoming kindergarteners and 1:15 for participants age 6 and above. This voluntarily meets the guidelines and licensing standards prescribed by the Missouri Department of Health, Missouri School-Age Care Alliance, and the National After-School Alliance. Group-sizes do not normally exceed 30 participants in one activity/detour area at a given time.

- **Staff Communication:** Participants transition between detour/activity areas without an accompanying staff member. To facilitate this process, staff communicate by walkie-talkie that movement has occurred (e.g., go from the Multi-Purpose Room to the Library Media Center). Staff retain their personal cell phones while on duty (i.e., can only be accessed during break periods). Staff have immediate access to working land-line telephone in case of emergency.
- **Emergencies:** The program has immediate access to a working telephone in case of an emergency. In the event of a serious emergency (e.g., building intruder during non-school hours, life-threatening accident), 911 will be called. If the emergency is health related, an attempt will be made to immediately contact the parent.
- **Relocation/Early Closure:** In the case of an emergency, the district's Central Office may move a respective program site to an alternate location or close early. Parents will be notified immediately by phone whenever an emergency re-location or closure occurs.
- **Drills:** Fire, disaster, and intruder/lockdown drills are held throughout the year. Emergency procedures are posted in all Prime Time activity/detour areas.
- **Reporting Abuse:** Staff are required by law to report all cases involving suspected abuse or a potentially dangerous home situation (e.g., parent who appears impaired by drugs/alcohol).
- **Playground Safety:** A checklist from the National Program for Playground Safety is used to help ensure outdoor activity areas and equipment are in good working order. A copy of the safety checklist is available for viewing through the site lead.

Personal Belongings/Toys

Prime Time promotes personal responsibility and is not liable for damaged, lost, or stolen belongings, including clothing and money. To better manage personal belongings, parents should provide a sturdy, easy to carry backpack or tote that is clearly and permanently labeled with the participant's name. All personal belongings should be sent in the same manner. During special activities, money is an option, not a requirement, and may only be sent in the amount indicated in the program correspondence. Games, toys, and electronic objects may be brought to PT in accordance with site lead provided guidelines. All unlabeled, unclaimed clothing and personal belongings will be placed in the school's "lost & found" area.

Field Trips

Field trips occur during the full-day portion of the SJ term (i.e., see the site lead provided Field Trip Calendar) with written notice being given to parents prior to each event. The Blue Springs School District's Transportation Department and/or an approved vendor will be used when busses are needed. In addition to bussed activities, walking field trips may also occur. Every effort will be made to return from field trips as indicated on the advertised schedule; however, there are times circumstances beyond the program's control may cause a delay.

All participants are expected to accompany their group to and from field trips on district provided transportation (i.e., parents **MAY NOT** transport or drop off a participant directly at a field trip venue).

For time management purposes, participants must be at their site a minimum of thirty (30) minutes in advance of field trip destination departure. If this expectation cannot be met, the parent will be responsible for making other care arrangements for the day. Furthermore, parents will be responsible for making other care arrangements when participation for physical or other reasons is not possible. Parents are not allowed to attend SJ field trips unless otherwise stipulated in conjunction with a previously established Student Support Plan.

Snack

Time is set aside each day for SJ participants to eat an AM and PM snack. As SJ does not maintain food on site, parents must provide an AM and PM snack for their participant(s).

Lunch

Parents must provide a lunch and drink each day except when specified on the activity calendar. Lunch should include healthy, picnic-safe food items and a drink and SHOULD NOT require refrigeration or heating/warming. Parents may use a small lunch cooler if necessary. In the event a lunch is forgotten and one has to be provided by the program, a minimum fee of \$15.00 per participant will be charged to the family account.

Vacation Procedures

Vacation without charge is allowed as follows: Full-Time Participants - Five (5) parent discretionary days; and Part-Time Participants - Three (3) parent discretionary days. Families must notify the site lead in writing one week prior to taking vacation (i.e., forms are available for this purpose). Vacation periods do not carry over from one term to the next (e.g., preceding regular school year to SJ; SJ to following regular school year; concurrent regular school years).

Family/Staff Communication

Parent Log - A Parent Log is available at the sign-in/out table. It is intended solely for parents to share information pertinent to the program (e.g., different pick-up individual, schedule change).

Verbal/Written Communication - Open communication is encouraged and appreciated. Changes in daily routine should be shared in written form. Program related questions/concerns should be directed to the site lead (i.e., a conference can be scheduled at any time).

Surveys/Questionnaires - Prime Time uses a survey process to obtain feedback necessary to make program improvements (i.e., generally occurs at the end of the SJ term).

Facility Maintenance

The Blue Springs R-IV School District Buildings and Ground Department maintains all facilities, including program work and play areas. Staff actively support and assist custodial personnel and encourage participants to take responsibility for program materials, supplies, equipment, and the daily clean-up routine (e.g., keeping activity/detour areas neat and tidy).

Parent Involvement

Parents are offered many opportunities to take part in program activities and/or facilitate improvements. Following are several of the available participation options:

- Open visitation
- Questionnaires
- Volunteering
- Sharing special talents or careers
- Donations for special events
- Recycling for junk art
- Parent Advisory Council

T-Shirts

A program T-shirt must be worn daily (i.e., two are provided per participant prior to the start of the SJ term) unless otherwise communicated by the site lead. Additional T-shirts may be purchased for \$7.50. If arrival occurs without a required T-shirt being worn, a new one from site stock will be provided, and the family account will be charged \$7.50 for the cost (i.e., the participant keeps the T-shirt).

Swimming

Supervision at all field trips, including swimming, is taken very seriously. In order to maximize coverage at swimming locations, staff members will be stationed on both the deck and in the water.

Hesitant swimmers will not be made to get into the water. To ensure safety and reduce anxiety, parents should provide written notification of any concerns/limitations regarding the swimming experience.

Participants are to bring a swimsuit, large towel, and plastic bag for wet storage on scheduled swimming days. Aqua socks or water shoes are also allowed on swimming/wet play activity days.

Wet gear cannot be properly cared for overnight and, for that reason, it will be sent home on the afternoon of each scheduled water event. A dry swim suit, fresh towel, and a clean plastic bag must be provided on each scheduled swimming/wet play day (e.g., sprinklers, water balloons).

Sunscreen

As a result of being outdoors when weather conditions are appropriate, parents should apply sunscreen to their participant(s) each morning prior to sign-in. Parents should also provide their participant(s) instruction and modeling of proper sunscreen application procedures so they are self-sufficient with the re-application process. The program has sunscreen lotion available for re-application purposes, and staff will remind participants of the need, especially, before outdoor water activity and play. In the event of a special health concern related to sunscreen lotion, the parents should provide what is required in a bottle clearly labeled with the respective student's name. To avoid allergic reactions, participants will not be allowed to use a sunscreen product provided by a parent other than their own. Parents are responsible for notifying the site lead in writing if their participant is to refrain from using sunscreen lotion.

Insect Repellent

Parents may provide insect repellent (i.e., a signed and dated note from a parent allowing its use is required). To prevent eye contamination, wipe-on as opposed to spray products are strongly recommended. To avoid allergic reactions, use of insect repellent products other than those provided and approved by a respective parent will not be allowed.

**SUMMER JOURNEY
2019**

SAMPLE FORMS

**PRIME TIME (PT) SUMMER JOURNEY (SJ)
Blue Springs R-IV School District
Enrollment/Emergency Information Form**

Place an X on the line that applies:

- Full time (5 days per wk.) for full-term (June 5-Aug 14)
 Full-time (5 days per wk.) for summer school term (June 5-27)
 Full-time (5 days per wk.) after sum sch. term (June 28-Aug 14)
 Abridged (3 days per wk.) for full-term (June 5-Aug 14)
 Abridged (3 days per wk.) for summer school term (June 5-27)
 Abridged (3 days per wk.) after sum sch. Term (June 28-Aug 14)

Participant's Information:

Participant's Legal Name _____ Home Phone # _____ Birthday _____
 Address _____ Reg. School Site _____ Age _____
 _____ Grade Level Completed (May 2019) _____ Sex _____

T-shirts – 2 provided (circle size) Sizes: 4/5 (XS) 6/8 (S) 10/12 (M) 14/16(L) adult small adult medium adult large adult x-large

Parent Information:* (please indicate with an "X" which phone number should be called first in the case of an emergency)

Custodial Relationship _____ Address _____ E-mail address _____ Home Telephone # _____ Driver's License # _____ Employed By _____ Address _____ Work Telephone # _____ Cell Phone # _____	Parent Name _____ Relationship _____ Address _____ E-mail address _____ Home Telephone # _____ Driver's License # _____ Employed By _____ Address _____ Work Telephone # _____ Cell Phone # _____
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Participant lives with (*check all that apply*): mother _____, father _____, other _____ (Who: _____)
 Are there any special custody arrangements? Yes _____ No _____ Custody Agreement provided to staff? Yes _____ No _____
 If yes, please explain: _____

Emergency Contacts:

Password: _____

Persons authorized for participant pick-up or to be contacted in case of an emergency should be at least 18 years of age.
 The family password and a picture I.D. (if the person is unknown by staff) are required for emergency pick-up.

Name/Relationship	Address	Home Phone #	Work Phone #
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Physician's Name (Print) _____ Address/Phone # _____

Medical/Special Conditions:

Please list any health or other conditions affecting your participant that staff should be aware (medical, allergies, special needs). _____

Authorization for Emergency Medical Care: I understand immediate notification will be provided in the event of an accident or illness. Upon notification, I will make arrangements for medical care with the physician or hospital of my choice. In the event of a critical emergency requiring medical care, and I cannot be reached to make necessary arrangements, I authorize the Prime Time staff to call 911. I understand I am responsible for the cost of all medical care and/or treatment provided to my participant, including ambulance service.

Parent/Guardian Name & Signature: _____ Date: _____

*Regular school year families are given first priority status (i.e., must confirm intent at SJ registration event). Families that enroll for the entire term (i.e., June-August) on a full-time basis will be given secondary priority status. All other enrolling families (i.e., June service; only July & August service) may be placed on hold. **The enrolling parent is financially responsible for weekly fees and for assuring they are paid in full on time.**

**Blue Springs R-IV School District
Prime Time (PT) Summer Journey (SJ) Program – 2019
Memorandum of Understanding**

This Memorandum of Understanding reflects the commitment of PT SJ program to provide quality before, after, and full-day service and the expectations under which participation occurs. Should the terms of this Memorandum of Understanding not be met, services may be suspended or cancelled.

1. I understand an Enrollment/Emergency Information Form and a signed and dated copy of the Memorandum of Understanding must be submitted for each participant.
2. I understand guidelines related to admission, care, and discharge are contained in the SJ Handbook and confirm receipt and review of said document.
3. I understand at SJ sites where applicable, formal Missouri licensure guidelines documentation is available for review (i.e., pertains to School-Age Childcare grant funding; school districts are exempt from licensure otherwise).
4. I understand during the course of providing services SJ supervisory personnel may need to access school records, including those pertaining to institutions or districts previously attended (i.e., signature authorizes this to occur).
5. I understand SJ is an equal opportunity offering.
6. I understand all SJ participants must be capable of full inclusion in all SJ activities and of self-managing toileting needs.
7. I understand SJ may deny entry to and/or exclude any applicant when services or care fundamentally alter or impose an undue burden on the program.
8. I understand SJ reserves the right to deny entry to and/or exclude any applicant whose presence poses a direct threat to his/her health and safety or of others.
9. I understand failure to disclose any and all special services and/or care needed when applying may delay entry into and/or result in exclusion from the SJ program.
10. I understand continuing communication and support are highly valued by the program and that SJ staff are available to discuss and/or meet regarding the developmental, behavioral, and individual needs of all participants.
11. I understand that for an incoming kindergartner to participate in SJ, s/he must be enrolled at his/her resident school for the 2019-2020 school year; c) current with immunizations; and d) capable of personally managing toileting needs.
12. I understand a **non-refundable** fee of \$150.00 is due at the time of registration.
13. I understand that SJ daily record keeping procedures require participants to be **signed-in** each morning and **signed-out** each afternoon by a parent/guardian.
14. I understand staff will follow the discipline procedures outlined in the SJ handbook and the district policy manual.
15. I understand full-term SJ participants **must** be enrolled in and will attend the district's summer school program.
16. I understand SJ checkout procedures (i.e., release only allowed to individuals designated on the enrollment form unless the Site Lead is called and given the person's name and/or the family password and a confirming photo I.D. is produced).
17. I understand a lunch and drink must be provided each day unless designated on the activity calendar, and in the event this does not occur, one will be made available with the family account being charged a minimum of \$15.00 per participant.
18. I understand time is set aside each day for SJ participants to eat an AM and PM snack. As SJ does not maintain food on site, parents must provide an AM and PM snack for their participant(s).

(PLEASE COMPLETE REVERSE SIDE)

19. I understand a SJ T-shirt must be worn daily unless otherwise communicated by the site lead, and in the event this does not occur, one will be provided with the family account being charged \$7.50 (i.e., T-shirt is kept by the family.).
20. I understand and agree to adhere to all district medication guidelines as referenced in the SJ handbook.
21. I understand SJ opens at 6:30 AM and closes at 6:00 PM and that there is a \$3.00 per minute fee per participant for late pick up which will be applied to the family account.
22. I understand three (3) late pick-ups and/or early drop-offs may result in program exclusion.
23. **I understand the enrolling parent is financially responsible for weekly fees and for assuring they are paid on time;** that fees must be paid by check (i.e., black or blue ink), cashier's check, or money order; and that a **driver's license #, birth date, current phone #, and participant's name printed in the comment section** are required for processing.
24. I understand fees must be paid promptly on the first day of scheduled program service each week and that there is a \$5.00 late assessment per week per participant when payment is overdue (i.e., only charged once for respective week).
25. I understand service will be suspended for the following week when payment is overdue, and if a late payment occurs more than three (3) times, the family will be exited from program service.
26. I understand fees are assessed regardless of attendance with the only exception being vacation time.
27. I understand **one (1) week advance written notice is required** to take vacation time and that five (5) parent-discretionary vacation days are allowed for full-time participants and three (3) for part-time participants.
28. I understand if fee assistance is provided by a state agency, any monetary amount between what is received and what is owed to the program is the responsibility of the enrolling parent.
29. I understand there is a \$15.00 returned check fee and that all payments and fees resulting from a returned check must be covered by a money order.
30. I understand three (3) checks returned for payment will result in money orders being required until SJ ends.
31. I understand once dropped from the program a registration fee is again required for re-admittance.
32. I understand tax information is provided as a courtesy and that requested statements may be withheld in the event an account is not paid in full.
33. I understand the stipulations involved with SJ off-site and walking field trip experiences (e.g., parent permission required; **must be at program site 30 minutes in advance of departure time**; must ride district transportation; must participate or make alternate care arrangements; extenuating circumstances may affect intended return time).
34. I understand participants may be recorded, photographed, and/or videotaped while participating in SJ activities and grant permission for this to occur unless otherwise communicated in writing.
35. I understand SJ will operate at the designated elementary schools from Monday, June 5th (i.e., start is subject to # of snow days), through Thursday, August 14th, and will be closed on Thursday, July 4th. Program services may be moved to an alternate location starting Monday, July 22nd (i.e., advance notice will be provided if this occurs). The district will not offer SJ services Thursday, August 15, Friday, August 16th, Monday, August 19th, and Tuesday, August 20th. The regular school year PT program will resume services on Wednesday, August 21st.
36. I understand an anonymous "Prime Time Summer Journey Family Survey" will need to be completed for each participant near the end of the term and that input is obtained for the purpose of improving program services.

I have read this document and the PT SJ Family Handbook in its entirety, agree to abide by the conditions/requirements contained within, and am aware the Site Lead is available to address any questions and/or concerns that may arise.

Participant's Name: _____ Program Site: _____

Parent Name/Signature: _____ Date: _____

Prime Time (PT) Summer Journey (SJ) Operations Form (Swimming, Sunscreen, & Vacation)

Participant's Name: _____ **PT SJ Site:** _____

PT SJ requires a demonstration test to determine if participants are proficient enough swimmers to be in the deep end of a pool. Identification bracelets are used to identify swimmers who may be in the deep end as well as those who must remain in the shallow part of the pool. Lifeguards will assess swimming proficiency with PT SJ staff assisting with supervision of all water facility areas. Parent permission is required for a demonstration swim test to occur. Parents are responsible for providing written notification of any specific concerns or limitations related to the swimming experience.



My PT SJ participant: (Place an X in front of the appropriate statement)

_____ can swim in water deeper than his/her head and has my permission to take the required demonstration test.

_____ is not a skilled swimmer and should remain in the shallow end of the pool.

Please use the space provided below to share all concerns and/or limitations related to the PT SJ swimming experience.

Parent Name/Signature

Date

Parents should apply sunscreen lotion to their participant(s) each morning prior to signing in. Parents are expected to help their participant(s) learn how to properly self-administer sunscreen lotion for re-application purposes on a daily basis. Each group leader will carry a bottle of sunscreen lotion on field trips and during other outdoor activities. Sunscreen lotion will be re-applied on a regular basis. Exposed skin areas that will be covered with sunscreen lotion are: face, ears, back of neck, shoulders, arms, legs, and back. Parent permission is required for PT SJ provided sunscreen lotion to be used. If parents prefer to provide their own sunscreen lotion, a bottle must be supplied that is clearly labeled with their participant's name (i.e., one per). Parent provided sunscreen lotion will be maintained in a secure area and cannot be shared with other participants.

My PT SJ participant: (Place an X in front of the appropriate statement)

_____ has permission to use PT SJ provided sunscreen lotion on a daily basis.

_____ has permission to use the parent provided sunscreen lotion on a daily basis.

Please use the space provided below to elaborate upon any sunscreen related concerns, limitations, or allergies.



Parent Name/Signature

Date

Parents may request vacation leave for **each** of their participants. Notification must be provided to the site lead a minimum of **one week** prior to taking vacation. Vacation periods do not carry over between SJ and regular school year PT terms. SJ vacation leave without charge is available as follows:

Full-Time Participant – Five (5) Parent Discretionary Days

Part-Time Participant – Three (3) Parent Discretionary Days

Day(s) Requested: _____



Parent Name/Signature

Date

PRIME TIME (PT) SUMMER JOURNEY (SJ) FAMILY SURVEY

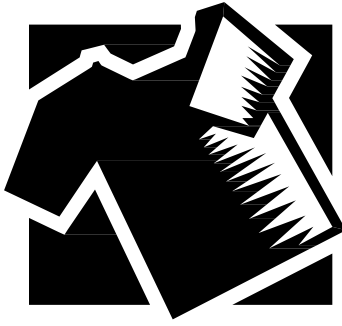
The PT SJ program is committed to serving the before school, after school, and full-day needs of elementary level families. In order to share your perceptions of the experience, please complete a survey for **each** family participant and return it to your site lead by **Friday, July 26, 2019.**

PT SJ Site: _____

Most recently completed grade level of participant: _____

Please place an (X) in the box by each statement that best represents your answer.	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
1. The environment is inviting and participant-centered.					
2. The environment is safe and secure.					
3. I am familiar with the supervisory staff.					
4. Staff members are attentive and supportive of family needs.					
5. Staff members listen to and converse frequently with participants in a considerate and respectful manner.					
6. Staff members are competent, friendly, and enthusiastic.					
7. My participant looks forward to program experiences.					
8. I have received adequate information about guidelines, procedures, field trips, and activities.					
9. Information is communicated in a variety of ways, (e.g., daily conversation, phone calls, email, notes, newsletters).					
10. Program components are age-appropriate and provide participants with a variety of choices/options (e.g. snacks, activities, field trips).					
11. I am satisfied with the quality of service provided.					
12. I would refer another parent/family to the program.					
13. I would support a fee increase to offset increasing costs related to field trips and other special activities.					

Please use the space on the back of this survey to elaborate upon the above responses and/or to share any suggestions for improving the program (e.g., field trip options, guest speaker possibilities, full-day activities). Thanks for completing and returning this survey to your site lead by **Friday, July 26, 2019.**



Prime Time (PT) Summer Journey (SJ) Extra T-Shirt Order Form 2019

PARTICIPANT'S NAME: _____

SUMMER JOURNEY SITE: _____

PARENT'S NAME: _____

DATE: _____

T-SHIRT COST: \$7.50 per unit

SIZES AVAILABLE: Youth Sizes – 4/5 (XS), 6/8 (S), 10/12 (M), and 14/16 (L)
Adult Sizes – Small, Medium, Large, and Extra-Large
(Sample sizes will be available at enrollment.)

PURCHASED SHIRTS: Size: _____ Quantity: _____ Cost: _____

Size: _____ Quantity: _____ Cost: _____

Size: _____ Quantity: _____ Cost: _____

REQUIRED CHECK INFORMATION: Checks must be written in black or blue ink. A driver's license number, birth date, current phone number, and participant's name printed in the comment section are required on all checks.

TOTAL CHECK AMOUNT: _____

CHECK #: _____

The summer registration fee will provide each participant with two program T-shirts. Participants are required to wear their 2019 PT SJ T-shirt every day unless otherwise communicated by the site lead. Additional T-shirts may be purchased from the site lead. If arrival occurs without a program T-shirt being worn, a new one will be provided, and the family account will be charged \$7.50. The participant will keep any additional T-shirts charged to the family account.