

BLUE SPRINGS SCHOOL DISTRICT

PRIME TIME

2022-2023
Family Handbook



You can find this handbook and other important information about our Prime Time program by visiting us at [Prime Time - Blue Springs School District \(bssd.net\)](https://www.bssd.net/prime-time)

District Contact:

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(816) 874-3200

Prime Time *School & Site Lead* Directory

Chapel Lakes Elementary
3701 NE Independence Avenue
Lee's Summit, MO 64064
Site Lead: Rustie Welch
874-3608 / rwelch@bssd.net

Cordill-Mason Elementary
4001 Christiansen Drive
Blue Springs, MO 64014
Site Lead: Nicole Lewis
874-3617 / nlewis@bssd.net

Daniel Young Elementary
505 SE Shamrock Lane
Blue Springs, MO 64014
Site Lead: Shelby Borchert
874-3633 / sborchert@bssd.net

Franklin Smith Elementary
1609 Clark Road
Blue Springs, MO 64015
Site Lead: Eric Horn
874-3647 / ehorn@bssd.net

James Lewis Elementary
717 Park Road
Blue Springs, MO 64015
Site Lead: Amy King
874-3653 / aking@bssd.net

James Walker Elementary
201 N Sunnyside School Road
Blue Springs, MO 64014
Site Lead: Janice Smith
874-3668 / jsmith1@bssd.net

John Nowlin Elementary
5020 Valley View Road
Blue Springs, MO 64015
Site Lead: Lindsey Williams
874-3676 / lwilliams3@bssd.net

Lucy Franklin Elementary
111 NE Roanoke Drive
Blue Springs, MO 64014
Site Lead: Daniel Sikorski
874-3696 / dsikorski@bssd.net

Sunny Pointe Elementary
3920 S. R.D. Mize Road
Blue Springs, MO 64015
Site Lead: Ashley Pace
874-3705 / jyoung@bssd.net

Thomas Ultican Elementary
1812 NW Vesper
Blue Springs, MO 64015
Site Lead: Erin Wesselman
874-3716 / ewesselman@bssd.net

Voy Spears, Jr. Elementary
201 NE Anderson Drive
Lee's Summit, MO 64064
Site Lead: Missy Hayes
874-3728 / mhayes@bssd.net

William Bryant Elementary
1101 SE Sunnyside School Road
Blue Springs, MO 64014
Site Lead: Ashlyn Mitchell
874-3860 / amitchell@bssd.net

William Yates Elementary
3600 Davidson Road
Independence, MO 64055 Site
Lead: Erica Lowmiller
874-3746 / elowmiller@bssd.net

*For this handbook, the term "Prime Time" may be abbreviated to PT.

**For this handbook, the term, "site lead," refers to the program employee who has first-line responsibility for operations, questions, and/or concerns at the respective school. Parent contact should start with the site lead. Building principals directly supervise their school's site lead.

Prime Time History

1994 - 1995

- Families from John Nowlin Elementary (JNE) and William Yates Elementary (WYE) are surveyed to assess the need and desire for a before and after-school program.
- The Blue Springs School District begins planning for a before and after-school program and officially adopts the name, "Prime Time" (PT).

1995 - 1996

- The Department of Elementary and Secondary Education (DESE) awards grants to JNE and WYE to officially implement the Prime Time program.
- Enrollment climbs steadily ending with 110 participants being served.

Summer 1996

- The PT "Summer Journey" (SJ) Program begins with 130 participants being served.

1996 - 1997

- DESE awards grants that make it possible to offer PT services at Daniel Young Elementary (DYE) and Thomas Ultican Elementary (TUE).
- Enrollment grows to over 230 participants district-wide.
- JNE achieves Missouri Voluntary Accreditation status.

Summer 1997

- The PT SJ program expands to four sites, and enrollment grows to 300 participants.

1997 - 1998

- DESE awards grants that make it possible to offer PT services at Franklin Smith Elementary (FSE) and Lucy Franklin Elementary (LFE), as well as Georgeff-Baker Middle School (GBMS).
- DESE grant funding makes it possible to offer PT services at Cordill-Mason Elementary (CME).
- DYE achieves Missouri Voluntary Accreditation status.
- Enrollment grows to 500 participants district-wide.

1998 - 1999

- DESE awards grants that make it possible to offer PT services at James Walker Elementary (JWE), Chapel Lakes Elementary (CLE), and James Lewis Elementary (JLE).

- Enrollment grows to over 600 participants.
- JNE renews its Missouri Voluntary Accreditation status.
- JNE achieves National School-Age Child Care Association (NSACA) Accreditation status.

Summer 1999

- The PT SJ program expands to five sites and summer enrollment grows to over 500 participants.

1999 - 2000

- DESE awards a grant that makes it possible to offer PT services at Sunny Pointe Elementary (SPE).
- Enrollment grows to over 700 participants.
- DYE achieves NSACA Accreditation status.

2000-2001

- CLE, JWE, SPE, LFE, FSE, JLE achieve NSACA Accreditation status.
- DYE renews its Missouri Voluntary Accreditation status.

2001-2002

- DESE awards a grant that makes it possible to offer PT services at William Bryant Elementary (WBE).

2002-2003

- DESE awards a grant that makes it possible to offer PT services at Voy Spears, Jr. Elementary (VSE).
- Blues Springs School District offers full-day kindergarten to families resulting in PT services being provided to this student age group for the first time (i.e., 170 kindergartners take part).
- Enrollment grows to over 800 participants within the district's 13 elementary schools.

2003-Present

- PT expands the length of the SJ term.
- PT SJ provides service to incoming kindergartners (i.e., 2012 term).
- Enrollment grows to over 1450 participants within the district's 13 elementary schools (i.e., 2017-2018 term).

Prime Time Community Partnerships

- **St. Mary's Hospital, Blue Springs, MO** - Provides CPR and First Aid training to Prime Time employees.
- **MOSAC2/Missouri Voluntary Accreditation** - Assists with developing and delivering quality programming.
- **NAA/National Voluntary Accreditation** - Assists with developing and delivering quality programming.
- **Missouri Afterschool Alliance** - Provides professional development opportunities for staff through cooperative relationships with local districts (i.e., "Chat & Chew" initiative).
- **Missouri Department of Health** - Assists with licensing and standards requirements.
- **P.T.A.** - Provides parent input on needs particular to the respective school communities.
- **Missouri Division of Social Services (DSS) & Children's Divisions (CD)** - Assist with meeting state guidelines and standards.

COVID - 19 - Prime Time will follow the BSSD Back to School Guidelines regarding any COVID-related issues.

Prime Time Mission Statement

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

Prime Time Program Overview

PT provides before-school, after-school, and full-day service (e.g., during parent/teacher conferences, break periods, weather closure days) at the district's 13 elementary schools. Each school has a designated "site lead" who is responsible for daily program operations and is directly supervised by the building principal. During providing service, site leads may need to access school records, including those about institutions or districts previously attended. The program is fee-based with weekly tuition covering all operating costs, including field trips and special activities (i.e., no price-offsets or scholarships are offered). For customer affordability, fee increases occur periodically as opposed to annually, which is the industry standard. PT voluntarily meets Missouri licensure guidelines (i.e., school districts are exempt from this requirement). PT supports, expands, and enriches the school day through social, recreational, and life skills development opportunities. PT maintains a strong partnership with the home and community, offers a wide variety of experiences, and provides families high-quality service within the convenient confines of their resident school.

Prime Time Guidelines

PT has clearly defined, district-wide procedural and operational guidelines, which are referenced in the Family Handbook that is provided upon enrollment. To confirm knowledge and support of the content contained in the Family Handbook, parents must sign, date, and submit a Memorandum of Understanding on an annual basis. Guidelines are considered and revised, if necessary, before the start of each school year and remain current throughout the subsequent "Summer Journey" term. Parent input is welcomed and taken under advisement in conjunction with the revision cycle (i.e., procedural changes are implemented at the beginning of the program year, not mid-year). Site-specific issues are addressed and resolved by program personnel at the respective school.

Prime Time Goals/Objectives

To ensure a meaningful experience for all participants,* the PT 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 this handbook, elementary level (i.e., grades K-5) children who are attending the PT program shall be referred to as "participant(s)" and adults legally liable for enrollment and payment as "parent(s)."

Notice of Non-Discrimination

The Blue Springs School District (BSSD) does not discriminate based on 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 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 a 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 resolve. 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 outlined 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 timelines for submitting a grievance, please see Board Policy 2.12

Access of Services

Prime Time will review and consider entry when operations would have to be fundamentally altered to provide service. The same applies to situations in which a participant's presence poses a direct threat to his/her health or the safety of others. Failure to fully disclose any special needs and/or accommodations when applying may delay consideration for entry into the program.

Organizational Structure

Site leads and other program staff operate under the supervision of their respective building principal. Program-related questions/concerns should be shared initially with the site lead. Matters that cannot be addressed successfully by the site lead should be forwarded to the building principal. Matters that cannot be resolved at the building level should be referred to the Director of Elementary Education.

Program Features:

- 1) Interest-related clubs and instructional support
- 2) Opportunity for participants to make choices regarding daily activities and experiences
- 3) Service provided during some academic breaks. Please note closures listed on the district website [Prime Time - Blue Springs School District \(bssd.net\)](http://Prime Time - Blue Springs School District (bssd.net))
- 4) Prime Time will always try to remain open on inclement weather days. However, the final decision will be made in consideration of road conditions and through district messaging systems.
- 5) Special field trips and events during some full-day sessions
- 6) Access to the gym, computer lab, and playground
- 7) Professional development training throughout the school year to maintain a quality staff
- 8) A nutritional morning and afternoon snack provided by the district's Food Services Department

Detours (Structured Activity Areas)

Following are some of the program detour stations:

Drama	Group Games	Cooking	Construction/Building
Discovery	Board Games	Free Play	Science/Nature
Computers	Art/Crafts	Homework	Service Projects
Imaginative Play	Outside Games	Quiet Area	OKC (Older Kids Club)

Hours of Operation

Morning Session: 6:30 AM - School Begins

Afternoon Session: School Dismissal - 6:00 PM

Full Day Sessions: 6:30 AM - 6:00 PM

Enrollment

Following are specifics related to the enrollment process (see site lead for details):

- 1) Enrollment is required for each regular school year and Summer Journey term.
- 2) A completed enrollment, including the return of a signed and dated Memorandum of Understanding Form, and a paid registration fee are required to participate. Please note that state-subsidized families are required to pay registration fees as they are not covered by the state program.
- 3) Enrollment must be completed online at <https://bssd.ce.eleyo.com>. Upon acceptance, a confirmation email will be sent to the enrolling parent/guardian.
- 4) Enrollment is limited and is on a first-come, first-served basis. Enrollment at individual sites may be capped if staffing does not safely allow more students.
- 5) If applicable, medication forms must be submitted to the site lead before service is provided.
- 6) If applicable, custody papers, including the parenting plan, must be submitted to the site lead before service is provided.
- 7) At the time of enrollment, parents will be asked to designate a password that only family members and staff will know to be used during emergency/non-routine pick-up situations.
- 8) For emergency/non-routine pick-up or contact purposes, authorized individuals should be at least 18 years of age and be the same as designated for regular school day purposes.

Registration Fee

Following are specifics related to the registration fee process (see site lead for details):

- 1) Regular Registration Fee - The regular registration fee is \$35 per participant.
- 2) Once dropped from the program, a new registration fee is required for re-admittance.
- 3) Families receiving state subsidies are required to pay the registration fee as the state does not

cover the cost.

- 4) The enrolling adult is financially responsible for weekly fees and for assuring they are paid on time.

Program Fees

Following are specifics related to the fee process (see site lead for details):

First Participant/AM and PM:	\$60/week
Additional Participant/AM and PM:	\$55/week
First Participant/AM or PM:	\$50/week
Additional Participants/AM or PM:	\$45/week

Additional participants must be from the same household.

- Full-Day Fee - The additional amount charged for full-day attendance is as follows:
AM & PM Both - \$18 additional per day per participant
AM or PM Only - \$20 per day per participant
- Extra Session Fee - In the event a regularly enrolled AM or PM participant needs service when not normally provided, the following additional amount is charged: \$15.
- Processing Fee - A 3.69% processing fee will be applied to all online payments. This fee is paid directly to Eleyo and is non-refundable.
- Late Pick-Up Fee - In the event of pick up being later than 6:00 PM, the following additional amount is charged: \$3 per minute per participant.
- Late Payment Fee - Payment is expected the first day the program is open for service each week and is based on the total number of days the program is open for service during the week. If not present the first day of service, payment in full is due the first day of attendance. If payment is late, the following additional amount is charged: \$5 per week per participant.
- Lunch Fee for Full Day Service - Unless otherwise communicated by site staff or specified on the activity calendar, parents are required to provide a sack lunch and beverage for each day PT is available for full-day service. 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.
- Returned Check (NSF Fee) - In the event, a check is received that must be returned due to insufficient funds in the account, the following additional amount is charged: \$33 per check.
- Fee Refunds - Program fees are non-refundable.
- Fee Transfer - Family account fund balances are transferable to another PT site.
- Fee Responsibility - **The enrolling parent is financially responsible for weekly fees and for assuring they are paid on time.**

Payment Guidelines

Following are the general Prime Time (PT) payment guidelines:

- 1) A fee is charged every week regardless of attendance any time the program is open, including district winter and spring break periods (see #10 below - vacation exception).
- 2) Fee payment is due on the first day of scheduled program service each week.
- 3) Fees are prorated for less than 5-day weeks (i.e., payment must be made for all days PT is open).
- 4) Fee payment must be made online through Eleyo (<https://bssd.ce.eleyo.com>), by personal check (i.e., only black or blue ink), cashiers' check, or money order. Counter checks and cash will not be accepted. A processing/transaction fee is assessed by Eleyo for online payments. A driver's

license #, birth date, current phone #, and participant's name printed in the comment section are required on all checks.

- 5) Fees paid on location should be given to the site lead.
- 6) 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).
- 7) Service will be suspended if payment is overdue for the preceding week (temporarily ineligible).
- 8) Service will be terminated if late payment occurs more than three (3) times (exited from the program).
- 9) Fees, including advance payments, are non-refundable; however, family account funds are transferable to another PT site.
- 10) Vacation time is the only exception regarding weekly fees (i.e., a total of five parent discretionary days to be taken according to family need per regular school year). Written notice must be provided to the site lead at least one (1) week before using vacation time. Vacation time cannot be carried over into the subsequent Summer Journey term or the following school year.
- 11) A \$3.00 per minute fee per participant will be charged for pick-up after 6:00 PM. Three (3) late pick-up occurrences shall result in program exclusion.
- 12) An additional "full-day fee" (i.e., FDF) is charged when program hours are expanded due to district weather closure days, special teacher events, and/or break periods. On district weather closure days, the FDF is subject to attendance. Advance sign-up is required for scheduled full-day sessions. Once signed up, the FDF is non-refundable. If signed up and the participant does not attend, the FDF must still be paid. **Family accounts must be current to participate in full-day sessions.**
- 13) 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 PT. 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, PT 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.
- 14) If different, fee amounts will be announced at a later date for any days that are added at the end of the school year due to inclement weather.
- 15) Tax information is provided to families as a courtesy from PT. Should an outstanding account balance occur, payment in full must be received before receiving tax paperwork.
- 16) Families readmitted to the program upon resolving a delinquent account may be dropped immediately if fee payment is not received by the required due date.
- 17) Parents are responsible for all fees that have accrued before dropping/withdrawing from the program. In situations where an outstanding monetary balance exists, the family will be placed on the school's "Obligation List" (i.e., see School Obligation List on page 17).
- 18) **The enrolling parent is financially responsible for weekly fees and for paying them on time.**

As a result of being fee-supported, the PT 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. 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 weekly and for enrollment/registration purposes.

State Childcare Assistance Payments -DSS

Please note that it is the family's responsibility to apply for assistance from DSS by visiting the site: <https://mydss.mo.gov/apply>.

We encourage you to work with a DSS caseworker to fully understand your eligibility & coverage. The DSS invoice will show how much DSS will pay toward your child's account and how much the family must pay for a daily co-pay. It is the family's responsibility to keep track of when DSS coverage is going to end and contact DSS before that deadline if further assistance is needed. Please note: DSS payments are based on your DSS Eligibility letter and your student's attendance at Prime Time. Families are responsible for their tuition rate until the Eligibility letter is received. Parents who cannot pay their full tuition rate will not be allowed to send their children to Prime Time until state assistance has been established.

The following DSS guidelines **MUST** be completed for us to receive payment:

- The child must be signed in with the app each morning and afternoon.
- Your child must attend at least 5 hours per day to claim a Full day.
- Your child must attend at least 3 hours per day to claim a Half day.
- Your child must attend at least 30 minutes per day to claim a Part day.
- If a child attends less than 30 minutes, we are unable to claim those days.
- DSS will only pay for 5 absences or holidays per month.
- DSS assistance (including foster/adopted) does not cover late pick-up fees or enrollment/activity fees.
- You must pay your co-pay amount each week to keep your account current.
- It is the parent's responsibility to keep their child's attendance reviewed and approved on the website for us to receive payments.

Arrival & Departure

Arrival/Drop-Off: Starting fall of 2022, we will return to our pre-COVID-19 drop off and pick-up procedures. The parent/adult dropping off or picking up the child must park their vehicle and enter Prime Time doors to drop-off or pick-up their student. A Greeter will be present to verify the identification of the adult and assist with checking in or out the student.

STUDENTS NO LONGER CAN BE DROPPED OFF OR PICKED UP CURBSIDE.

Departure/Pick Up: The adult picking up the child must be listed as an approved adult for pick-up. Participants must be signed out by a parent for pick up by 6:00 PM daily. Pick up after 6:00 PM shall result in a monetary charge of \$3.00 per minute per participant being assessed and shall also result in termination of service if occurring three (3) times in the same school year. The PT Office should be contacted in advance if emergency dismissal arrangements are required. When a call is made and staff is unavailable, a detailed message should be left on the office recorder. An attempt will be made to confirm the message before pick up when this occurs.

Sign-In/Out:

- 1) In the event of an emergency, participants can only be picked up by individuals authorized on the enrollment form. Individuals authorized to assist must be 18 years of age or older and be known by the participant(s) for ease of identification. The family password and a picture ID will be required from the authorized individual at the time of emergency pick up.
- 2) Notice of an emergency pick up by an authorized individual must be called into the PT Office before releasing from the site. When a call is made and staff is unavailable, a detailed message should be left on the office recorder. An attempt will be made by PT staff to confirm the message before pick up when this occurs. The school office may also be contacted in the event of an emergency.
- 3) A copy of the court order outlining custody provisions and/or special custody circumstances should be provided to the site lead for reference purposes before participation occurring.

Late Pick-Up

Participants must be picked up by 6:00 PM. 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 emergencies. Following are the general late pick-up guidelines:

- 1) The PT site clock will be used for the correct time.
- 2) The late pick-up fee is \$3.00 per participant for each minute after 6:00 PM.
- 3) Three late pick-up occurrences will result in exclusion from the program.
- 4) When pick up is more than one hour after closing time and no contact with the child's adults can be made, a police officer will be contacted, and future service may be immediately be revoked.

Drop/Withdrawal Process

Parents are to provide a minimum of one week advance written notification to their site lead, as well as rectify all outstanding debt that has accrued, before dropping/withdrawing from PT. If a negative monetary balance exists, the family will be placed on the school's "Obligation List" (i.e., see School Obligation List on page 17). If the family transfers within the district, educational and/or PT enrollment will be delayed if money is owed to another program site (i.e., the overdue account must be current before enrollment can occur).

Full-Day Service

PT is open for full-day service (i.e., 6:30 AM to 6:00 PM) on scheduled professional development days, holidays, and breaks. Prime Time will do its best to remain open on inclement weather days; however, road conditions will be a determining factor. The district will communicate through its messaging system if PT will remain open. For scheduled full-day care, the sign-up cut-off date for scheduled full-day service is approximately two (2) weeks before the respective event (i.e., for staffing needs, to book field trip reservations). Unless otherwise communicated by the site lead, parent-provided food (e.g., AM snack/breakfast if not eaten at home, lunch, PM snack) and a beverage are required for all full-day sessions (i.e., will not be provided by program personnel). Full-day fees are assessed at the start of the week service is provided. A zero balance must be in place before signing up for full-day sessions and must also be in effect at the actual time of participation. Full-day service is provided at designated locations with parents selecting their preferred site in conjunction with the enrollment process (i.e., see site lead for specifics). Following is the full-day service schedule for the school year:

<u>Full-Day Session(s)</u>	<u>Sign-Up Cut-Off Date</u>
October 27, 28	October 13
December 22, 27-29	December 8
January 3-4	December 8
February 13	January 30
March 13-17	February 27
April 10	March 27

Closure Days

PT is closed during designated school year holiday and/or break periods as follows: Closure

<u>Days</u>	<u>Holiday/Break Period</u>
August 22-23	Closed
September 5	Labor Day
November 23-25	Thanksgiving
December 23, 26, 30	Christmas Break
January 2	New Year's Day (Observed)
January 16	Martin Luther King, Jr. Day
February 20	Presidents' Day
April 7	Easter Break
May 29	Memorial Day

Inclement Weather & Early Release Days

PT will do its best to remain open from 6:30 AM - 6:00 PM when school is canceled due to inclement weather. However, road conditions and the safety of Prime Time employees driving in hazardous conditions will be deciding factors. In the event of inclement weather, Blue Springs School District reserves the right to close PT or implement a late start time in order to ensure the safety of our students and staff. Should the district implement a late start day, the start time will be specified when the inclement weather notification is sent. The decision to close or implement a late start will be communicated via district messaging as promptly as possible understanding that families need to make childcare plans. If school closes early due to inclement weather, PT will be open from the time of dismissal until 6:00 PM. Please look for updated information on inclement weather days via the district's website, social media sites, school email, automated phone calls, or school text messages. Full-day fees will be charged when school is dismissed before the scheduled start time and PT is attended. During inclement weather, situations may arise (e.g., prolonged power outage) that result in the district transporting participants to another location. Parents will be notified by phone whenever a change of location occurs for any reason. Fees are assessed for participants during inclement weather days if PT is not canceled by the district (i.e., staff are still on duty due to the program being open for service). Questions about inclement weather, early dismissal, late start, and/or location change procedures should be referred to the site lead.

Guidance & Discipline

PT 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. Activities are varied often and designed to be interesting enough to eliminate boredom-related discipline problems. Occasionally, a reminder of these rules must be provided by staff, as well as by a parent. Below are the 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 include:
 - a) Redirection - A reminder of the specific rule(s) being broken will be provided, and timeout, if necessary, will be provided (i.e., "Do you need to take a break?").
 - b) Working It Out/Making A Plan - Assistance will be requested of the participant with resolving the problem (e.g., following the rules) before 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. A staff member will remain with the student at all times during quiet time.
- 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, maybe collaboratively developed with the parent(s). A conference with the participant and parents will take place before 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/expulsion, the parent is responsible for immediate pick-up and for making alternate care arrangements. The expelled participant will not be allowed to return to the program during the same school year and may be excluded from the following Summer Journey term.

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

Safe Schools Act

When acts of violence occur against a student or employee while on school property, the school bus, or at a school activity, and the assault results in "physical injury" (i.e. bloody nose, bruising, etc.) and/or a weapon is involved, the following may be contacted: Central Office or the Blue Springs R-IV Department of Public Safety (DPS).

Program Publicity

PT 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

PT adheres to district policy about 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) before 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 a 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 of the child. Health conditions under which PT 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 participant has been kept home and the eye is free of redness and drainage)
 - d) Chickenpox/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)
 - i) COVID-19 symptoms (i.e., out for 5 days or a negative PCR test or an alternate diagnosis from a physician).
- 2) Parents will be notified as soon as possible if exposure to a communicable disease has occurred while attending PT.

Accident Procedures

- 1) In the event of a minor accident, staff will carry out necessary first aid, and the parents will be notified by the site lead.
- 2) In case of illness, head injury, or a more serious accident, parents will be contacted immediately. A parent will be required to pick up their child if a head injury has occurred to allow the adult of the child to respond with proper medical attention as they deem appropriate.
- 3) In serious cases when prompt attention to the child is deemed necessary, 911 and the parents will be called, and emergency personnel will determine if transportation to a hospital should occur.
- 4) Please note that district health aides and RNs are not on-site during Prime Time hours.

Prime Time will always make student safety their top priority and will only respond to minor first aid needs before calling a parent and/or 911.

Safety & Emergencies

- Staff/Participant Ratios: Close supervision is provided with program staff maintaining a target ratio of 1:12 for age 5 participants and 1:15 for ages 6 and above. Staffing ratios voluntarily meet the guidelines and licensing standards prescribed by the Missouri Department of Health, Missouri School Age Community Coalition, and the National After-School Alliance. PT strives to assure that group- sizes do not 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). The staff has 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 crisis drills are held throughout the year. Emergency procedures are posted in all PT activity/detour areas.
- **Reporting Abuse:** Staff is 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 safety checklist from the National Program for Playground Safety is used to help ensure outdoor activity areas and equipment are safe and in good working order. A copy of the safety checklist is available for viewing through the site lead.

Personal Belongings/Toys

PT 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 following 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 are occasionally conducted during full-day sessions with written notice being provided to parents before each event. **Participants are to wear a program-provided, site-specific t-shirt while attending field trips.** Arrival without a program T-shirt may result in one being provided and the family account being charged \$7.50. The district's Transportation Department 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 that circumstance`es beyond the program's control may cause a delay.

All participants are expected to accompany their group to and from field trips on program-provided transportation (i.e., parents may not transport or drop off a participant directly at a field trip venue). To attend, participants must be at their site a minimum of thirty (30) minutes before departure. When this expectation can't be met, the parent will be responsible for making other care arrangements for the day.

Prime Time field trips are staffed appropriately for student safety. Parents and/or other adults are not allowed to attend Prime time field trips. Prime Time works closely with vendors on attendance numbers, and we are unable to accommodate extra guests on field trips.

All PT staff have specific responsibilities related to program activities. Even if remaining on-site during a field trip period, the employee may be supervising a different age group or meeting another expectation. Since participants are assigned to a specific group for field trip purposes, parents will be responsible for making other care arrangements when involvement for physical or other reasons is not possible.

Food Served (Breakfast, Snack, & Beverage)

On regular school days, the district's Nutritional Services Department (NSD) provides breakfast in the morning and a snack in the afternoon (i.e., meets minimum state licensing and national guidelines). To participate, a separate fee from the weekly Prime Time amount is required paid to the NSD. The same options apply for payment to the NSD as for Prime Time (i.e., see # 13 under "Payment

Guidelines" on page 10). Participants may qualify for assistance with food and beverage costs through the USDA Free and Reduced Meal program. The NSD should be contacted for further information at 874-3200. Copies of the breakfast and snack calendar can be obtained from the site lead. Unless otherwise communicated by the site lead, parent-provided food (e.g., AM snack/breakfast if not eaten at home, lunch, PM snack) and a beverage are required for all full-day sessions (i.e., will not be provided by program personnel).

Vacation Time

During the regular school year, parents have five (5) days of no charge vacation absence that can be taken for their participant(s) according to family need (i.e., discretionary). Parents must notify the site lead in writing one week before their participant(s) taking vacation time (i.e., forms are available through the site lead for this purpose). Vacation time must be taken during the regular school year (i.e., may not be carried over to the following Summer Journey term or school year). Note that a fee is charged weekly regardless of attendance any time the program is open, including district winter and spring break periods (i.e., unless vacation time is being taken).

School Obligation List

District elementary schools have established an "Obligation List" about outstanding monetary balance situations (e.g., PT fees, lunch fees, missing or damaged library books). All Obligation List balances must be paid before residency being verified for a new school year (i.e., notification of teacher assignment, receive a class schedule) and/or enrollment occurring for the next PT term (i.e., Summer Journey, regular school year).

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).

Family/Staff Communication

- Open communication is encouraged and appreciated. Changes in the daily routine should be shared in written form, email, or phone call. If communicating via phone or email, you will receive communication back from the site confirming the change in routine.
- The Site Lead will communicate with families via email, the Prime Time bulletin board at the PT entrance, or flyers/handouts/newsletters.
- Program-related questions/concerns should be directed to the site lead (i.e., a conference can be scheduled at any time).