

# PRIME TIME

2016-2017

## Family Handbook



# BLUE SPRINGS SCHOOL

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## Prime Time\* School & Site Lead\* Directory

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

Cordill-Mason Elementary  
4001 Christiansen Drive  
Blue Springs, MO 64014  
Site Lead: Denise Boehm  
874-3617 / dboehm@bssd.net

Daniel Young Elementary  
505 SE Shamrock Lane  
Blue Springs, MO 64014  
Site Lead: Tanner Forbes  
874-3633 / tforbes@bssd.net

Franklin Smith Elementary  
1609 Clark Road  
Blue Springs, MO 64015  
Site Lead: Krissi Thurman  
874-3647 / kthurman@bssd.net

James Lewis Elementary  
717 Park Road  
Blue Springs, MO 64015  
Site Lead: Jennifer Perrine  
874-3653 / jperrine@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: Chriss Doherty  
874-3696 / cdoherty@bssd.net

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

Thomas Ultican Elementary  
1813 W Main Street  
Blue Springs, MO 64015  
Site Lead: Marc Bass  
874-3716 / mbass@bssd.net

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

William Bryant Elementary  
1101 SE Sunnyside School Road  
Blue Springs, MO 64014  
Site Lead: Gayle Quick  
874-3737 / gquick@bssd.net

William Yates Elementary  
3600 Davidson Road  
Independence, MO 64055  
Site Lead: Laura Neuwirth  
874-3746 / lneuwirth@bssd.net

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

\*\*For the purposes of 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 in-coming kindergartners (i.e., 2012 term).
- Enrollment grows to over 1300 participants within the district's 13 elementary schools (i.e., 2015-2016 term).

## Prime Time Community Partnerships

- ☺ **MOSAC2/Missouri Voluntary Accreditation** - Provides assistance with developing and delivering quality programming.
- ☺ **NAA/National Voluntary Accreditation** - Provides assistance 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** - Provides assistance with licensing and standards requirements.
- ☺ **University 4-H Extension Office** - Provides staff training, curriculum materials and ideas, etc. Requires evaluation follow-up by site leads.
- ☺ **Parent Advisory Council** - Provides community-based input on local before and after-school program needs, concerns, and improvements.
- ☺ **P.T.A.** - Provides parent input on needs particular to the respective school communities.
- ☺ **Missouri Division of Social Services (DSS)** - Provides assistance with meeting state guidelines and standards.
- ☺ **S.A.C.C. Mentoring** - Means for experienced site leads to advise, guide, nurture, and develop new peers.
- ☺ **Community Education** - Provides assistance with professional development, special learning opportunities, and curriculum.
- ☺ **Adopt-A-School** - Offers a joint partnership between local program sites and area businesses in regard to outreach projects/initiatives.
- ☺ **Service Learning** - Allows sites to work with the city and local organizations/agencies to help with neighborhood and community improvement/ betterment activities.
- ☺ **Parents as Teachers** - Provides parent education resources and support, as well as staff training.
- ☺ **Penn Valley Community College** - Provides field-based instructors for staff CDA Certification.
- ☺ **Practical Parenting Partnership (PPP)** - Provides educational opportunities to parents and teachers.

## **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 the course of providing service, site leads may need to access school records, including those pertaining to 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, prior to 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**

In order 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 the purposes of 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 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**

PT 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.

## **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 snow days and break periods
- 4) Special field trips and events during some full-day sessions
- 5) Access to the gym, computer lab, and playground
- 6) Professional development training throughout the school year in order to maintain a quality staff
- 7) 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	Diversity/Multiculturalism
Housekeeping	Outside Games	Quiet Area	OKC (Older Kids Club)

## Hours of Operation

Morning Session: 6:30 A.M. - School Begins

Afternoon Session: School Dismissal - 6:00 P.M.

## 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) Enrollment packets may be picked up during program hours or be sent home upon parent request.
- 3) A completed enrollment packet, including the return of a signed and dated Memorandum of Understanding Form, and a paid registration fee are required to participate.
- 4) Enrollment is completed in person on a first-come, first-served basis.
- 5) Enrollment availability is limited. When the program site reaches maximum enrollment capacity, families may be placed on a waiting list if they so choose.
- 6) If applicable, medication forms must be submitted to the site lead before service is provided.
- 7) If applicable, custody papers, including the parenting plan, must be submitted to the site lead before service is provided.
- 8) 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.
- 9) For emergency/non-routine pick-up or contact purposes, authorized individuals should be at least 21 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) Early Bird Registration Fee - Early Bird registration occurs annually in late spring for returning and new families. The 2016-2017 Early Bird registration fee is \$35 per participant.
- 2) Regular Registration Fee - The 2016-2017 regular registration fee is \$40 per participant.
- 3) Once dropped from the program, a new registration fee is required for re-admittance.
- 4) The enrolling parent 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):

- 1) Before & After School Care - Weekly fees are as follows:  
A.M. & P.M. Both - \$55 per week for 1<sup>st</sup> participant/\$45 per additional participant in same family  
A.M. or P.M. Only - \$45 per week for 1<sup>st</sup> participant/\$40 per additional participant in same family
- 2) Full-Day Fee - The additional amount charged for full-day attendance is as follows:  
A.M. & P.M. Both - \$13 additional per day per participant  
A.M. or P.M. Only - \$15 per day per participant
- 3) Extra Session Fee - In the event a regularly enrolled A.M. or P.M. Only participant is in need of service when not normally provided, the following additional amount is charged: \$15.
- 4) Early Drop-Off Fee - In the event of drop off prior to 6:30 a.m., the following additional amount is charged: \$1 per minute per participant prior to 6:30 a.m.
- 5) Late Pick-Up Fee - In the event of pick up being later than 6:00 p.m., the following additional amount is charged: \$1 per minute per participant after 6:00 p.m.
- 6) Late Payment Fee - Payment is expected the first day the program is open for service each week and is based on the total numbers 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.
- 7) 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: \$15 per check.
- 8) Fee Refunds - Program fees are non-refundable.
- 9) Fee Transfer - Family account fund balances are transferable to another PT site.
- 10) 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 on a weekly basis 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 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 through the on-line RevTrak computerized depository system (<http://bluesprings.revtrak.net>), 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 RevTrak for on-line 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 or be placed in the payment drop box.
- 6) A \$5.00 late fee per participant will be applied on the 2<sup>nd</sup> 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 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., 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 prior to using vacation time. Vacation time cannot be carried over into the subsequent Summer Journey term or the following school year.

- 11) A \$1.00 per minute fee per participant will be charged for drop-off prior to 6:30 a.m. or pick-up after 6:00 p.m. Three (3) early drop-off and/or late pick-up occurrences will 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 prior to 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 prior to 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 15).
- 18) **The enrolling parent is financially responsible for weekly fees and for assuring they are paid on time.**

As a result of being totally 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 on a weekly basis and for enrollment/registration purposes.

## **Arrival & Departure**

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. Drop off prior to 6:30 a.m. in the morning will result in a monetary charge (i.e., \$1.00 per minute per participant) being assessed and may also result in termination of service.

Departure: Participants must be signed/clocked-out for pick up by 6:00 p.m. daily. The PT 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.
- 3) Participants can only be picked up by individuals authorized either on the enrollment form or with a written and dated notice to the site lead. If an emergency arises, and someone 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 pick-up procedures by an authorized person must be called into the PT Office prior to release from the site. A message should be left on the recorder if a staff member is unavailable to take the call at that time. If there is an emergency and a staff member is not accessible, please contact the school office or Central Office at 874-3200.
- 5) A copy of the court order outlining custody provisions and/or special custody circumstances should be provided to the site lead for reference purposes prior to participation occurring.

### **Late Pick-Up**

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 participant must be signed out on a late pick-up form.
- 2) The PT site clock will be used for the correct time.
- 3) The late pick-up fee is \$1.00 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.

### **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, prior to 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 14). 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 a.m. to 6:00 p.m.) during weather closure events, scheduled teacher meeting dates, and most break periods. The sign-up cut-off date for scheduled full-day service is approximately two (2) weeks prior to 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 prior to 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 2016-2017 school year:

<u>Full-Day Session(s)</u>	<u>Sign-Up Cut-Off Date</u>
September 21	September 2
October 27-28	October 7
November 8	October 26
December 22-23, 27-29	December 2
January 3	December 2
March 13-16	February 24

## Closure Days

PT is closed during designated 2016-2017 school year holiday and/or break periods as follows:

<u>Closure Days</u>	<u>Holiday/Break Period</u>
September 5	Labor Day
November 23-25	Thanksgiving
December 26 & 30	Christmas
Jan 2	New Year's
January 16	Martin Luther King, Jr. Day
February 20	Presidents' Day
March 17	Spring Break
April 14	Easter

## Inclement Weather & Early Release Days

PT is open from 6:30 a.m. - 6:00 p.m. when school is cancelled due to inclement weather. If school closes early, PT will be open from the time of dismissal until 6:00 p.m. In the event of a PT closure, email and/or the district's automated calling system will be used to notify program parents. The following radio/television message may also be aired: "The Blue Springs School District is closed, including the Prime Time program." Full-day fees will be charged when school is dismissed prior to the scheduled start time and PT is attended. If weather conditions are such that an early dismissal is possible, a sack lunch should be sent with the participant (i.e., lunch will not be provided). 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. If school is cancelled before PT opens, the participant should be taken to the designated full-day location. Fees are assessed for participants during inclement weather days if PT is not cancelled by the district (i.e., staff are still on duty due to the program being open for service). Questions pertaining to inclement weather, early dismissal, 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) 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 collaboratively developed with the parent(s). A conference with the participant and parents 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/expulsion, the parent is responsible for immediate pick up and for making alternate care arrangements. 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 affect 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, the Blue Springs R-IV Department of Public Safety (DPS), and/or the Blue Springs Youth Outreach program.

## **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 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 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) 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 attending PT.
- 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: 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). Staff are allowed to carry 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 crisis drills are held throughout the year. Emergency procedures are posted in all PT 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 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 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 are occasionally conducted during full-day sessions with written notice being provided to parents prior to 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 circumstances 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 prior to departure. When this expectation can't be met, the parent will be responsible for making other care arrangements for the day.

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.

Parents are generally welcome to participate in program field trips. When attending a field trip, the parent will be responsible for the cost of admission and may have to transport him/herself to and from the venue as a result of limited bus seating capacity. The parent must also notify the site lead of attendance two weeks in advance, so that the necessary reservations may be made.

## **Food Served (Breakfast, Snack, & Beverage)**

On regular school days, the district's Nutritional Services Department (NSD) provides a nutritional 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 8). 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).

## **Orientation**

During the first day of attendance, a staff member will be available to discuss/review sign in and out procedures, the daily schedule, operational rules, where family information is located, and other pertinent aspects of the program.



## 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 prior to 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 on a weekly basis 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" pertaining to outstanding monetary balance situations (e.g., PT fees, lunch fees, missing or damaged library book). All Obligation List balances must be paid prior to 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 and tidy).

## 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 - PT uses a survey process to obtain feedback necessary to make program improvements (i.e., generally occurs at the end of each regular school year).
- Parent Advisory Council/ASQ Team - See "Parent Advisory Committees/Councils" section below

## Parent Involvement/Input

PT offers many opportunities for parents to take part in program activities and/or facilitate improvements. Following are several of the available participation options:

- Open visitation
- Questionnaires/Surveys
- Volunteering (a.m./p.m. sessions or on full-days)
- Assisting with supervision on a field trip
- Sharing special talents/careers with the children during a.m./p.m. sessions or on full-days
- Donations for special events
- Recycling for "Junk Art"
- Parent Advisory Committee
- After School Quality (ASQ) Team (for national accreditation program improvement purposes)
- Written communication of concerns
- District Level PT Parent Advisory Council (PTAC)

## **Parent Advisory Committees/Councils**

The following groups help facilitate the program improvement process:

Parent Advisory Committee: The site level Parent Advisory Committee creates an avenue for direct communication and advisement between PT staff and participating parents (e.g., address specific issues targeted by site lead, respond to questions/concerns). Information is periodically shared, and input/feedback is obtained through scheduled meetings, written letters, surveys, phone calls, and/or e-mail.

Advancing School-Age Care Quality Team/ASQ Team: The site level ASQ Team is generally comprised of the site lead and at least one associate, classroom teachers, the building principal, parent reps, program participants, community patrons, and agency/business/PTA leaders, including child care advocates and/or government officials (i.e., usually between 5-10 members). The ASQ Team helps develop an action plan through observations, meetings, and exchange of feedback. ASQ Team members do not need to be experts in the field of school-age care in order to participate but, rather, only need to be committed to improving the quality of their respective program site.

Prime Time Advisory Council/PTAC: The district-level PTAC meets a minimum of two (2) times each school year and is comprised of the Director of Elementary Education, building administrators, and a site lead and parent rep from the 13 program sites. The PTAC mission is to assure high quality and engaging programming through the consultation and advisement of stakeholders. The PTAC purpose is to drive program changes and improvements, increase community support and understanding, enhance communication and involvement, and assess program operations and opportunities. PTAC members advocate on behalf of PT and obtain direct feedback through periodic surveys. Parents should contact their site lead if interested in being a PTAC member.

# APPENDIX



**BLUE SPRINGS SCHOOL DISTRICT**  
**Prime Time (PT) Enrollment & Emergency Information Form**



**Enrollment:** The enrolling parent is financially responsible for weekly fees and for assuring they are paid on time. The enrolling parent is also responsible for providing correct and current information to their participant's designated school and PT site. Signing this form below verifies accuracy.

Participant's Legal Name: \_\_\_\_\_ Preferred Phone Contact #: \_\_\_\_\_

Grade: \_\_\_\_ Birth Date: \_\_\_\_\_ Teacher (if known): \_\_\_\_\_ PT Site: \_\_\_\_\_

Parent/Guardian(s) Allowed to Pick-Up: \_\_\_\_\_

Email Address: \_\_\_\_\_ Family Password: \_\_\_\_\_

Attendance Session (i.e., choose one)? \_\_\_\_ AM Only \_\_\_\_ PM Only \_\_\_\_ AM & PM

**Early Dismissal Instructions:** If school is dismissed early for inclement weather, the participant is to (i.e., choose one):

\_\_\_\_ Go to Prime Time \_\_\_\_ Go Home/Bus \_\_\_\_ Go Home/Car Rider

**Emergency/Non-Routine Pick-Up and/or Contact:** Authorized individuals should be at least 21 years-of-age to be eligible for participant emergency/non-routine pick-up and/or contact and should also be the same as designated for regular school day purposes. The family password and/or a picture ID is/are required for emergency pick-up. A total of four authorized individuals may be designated in the space provided below.

Name _____	Name _____
Relationship _____	Relationship _____
Home Phone (____)_____ Work (____)_____	Home Phone (____)_____ Work (____)_____
Cell Phone (____)_____	Cell Phone (____)_____
Name _____	Name _____
Relationship _____	Relationship _____
Home Phone (____)_____ Work (____)_____	Home Phone (____)_____ Work (____)_____
Cell Phone (____)_____	Cell Phone (____)_____

**Special Custody Arrangements:** Are there any? If yes, explain \_\_\_\_\_

**Full-Day Session Instructions:** Parents are requested to identify a preferred full-day session attendance location within close proximity to their resident school that the participant will attend for the entire 2016-2017 PT term (i.e., unless written notification of a change is provided to the site lead). To accomplish this task, please place an X on the appropriate corresponding line (i.e., only designate one site). This information must be provided separately for each participant.

\_\_\_ Daniel Young \_\_\_ Franklin Smith \_\_\_ James Lewis \_\_\_ Sunny Pointe \_\_\_ Voy Spears, Jr. \_\_\_ William Yates

**Program T-Shirt:** A program t-shirt must be worn during all field-trips. Please designate the desired shirt size with an X.

\_\_\_ 6/8 \_\_\_ 10/12 \_\_\_ 14/16 \_\_\_ Adult S \_\_\_ Adult M \_\_\_ Adult L

**Medical/Special Conditions:** Please list any health or other conditions affecting your participant that staff should be aware of (e.g., medical, allergies, special needs). Any/All changes should be immediately communicated to the site lead.

\_\_\_\_\_  
 \_\_\_\_\_

**Emergency Medical Care Authorization:** Immediate notification will be provided to the enrolling parent in the event of a participant accident or illness. Once notified, the enrolling parent is to make arrangements for medical care with the preferred physician or hospital. In the event the enrolling parent cannot be reached to make necessary arrangements, Prime Time staff are authorized to call 911. The enrolling parent is responsible for the cost of all medical care provided to the participant, including ambulance service.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PRIME TIME MEMO OF UNDERSTANDING (2016-2017 SCHOOL YEAR)

This Memo of Understanding reflects the commitment of the Blue Spring R-IV School District Prime Time (PT) to provide quality before, after, and full-day programming and the expectations under which participation occurs. Should the terms of this Memo of Understanding not be met, services may be suspended or cancelled.

1. I understand guidelines related to admission, care, and discharge of participants are contained in the PT Family Handbook and confirm receipt and review of said document.
2. I understand continuing communication and support are highly valued by the program and that the site lead is available to discuss, and/or meet regarding the developmental, behavioral, and individual needs of all participants.
3. I understand PT site leads may need to access school records, including those pertaining to institutions or districts previously attended, and that my signature on this document provides authorization for this to occur.
4. I understand Prime Time voluntarily meets Missouri licensure guidelines (i.e., school districts are exempt from this requirement). If the site is operating under a state grant, a copy of the rules will be kept in the PT Office for review.
5. I understand PT is an equal opportunity offering.
6. I understand all PT participants must be capable of full inclusion in all SJ activities and of self-managing toileting needs.
7. I understand PT 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 PT 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 PT program.
10. I understand a completed enrollment packet, including the return of a signed and dated Memorandum of Understanding Form, and a paid registration fee are required for each participant prior to the start of service.
11. I understand a non-refundable registration fee of \$40.00 (i.e., "Early Bird" - \$35.00) is due at the time of enrollment.
12. I understand that once dropped from the program a registration fee is required again for re-admittance, and if service was initially separated due to a delinquent account, program exclusion will occur immediately if payment is late.
13. I understand fees are assessed regardless of attendance with the only exception being vacation time.
14. I understand fees are prorated for less than 5-day weeks (i.e., payment must be made for all days PT is open).
15. I understand the enrolling parent is financially responsible for weekly fees and for assuring they are paid on time; that fees must be paid through the on-line RevTrak computerized depository process or 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.
16. 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).
17. 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.
18. I understand PT opens at 6:30 a.m. and closes at 6:00 p.m., that there is a \$1.00 per minute fee per participant for early drop off or late pick up which will be applied to the family account, and that three (3) late pick-ups and/or early drop-offs may result in program exclusion.

**(PLEASE COMPLETE REVERSE SIDE)**

19. I understand when snow and/or full-days occur there is an additional fee (i.e., subject to attendance on snow days; must be signed up to attend scheduled full-days).
20. I understand the family account must be up-to-date prior to signing up for and/or attending full-day sessions.
21. I understand unless otherwise communicated by the site lead that 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).
22. 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.
23. I understand three (3) checks returned for payment will result in money orders being required from that point on.
24. 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.
25. I understand if financial assistance is received from a State agency, parents are responsible for paying any amount not covered, including enrollment/registration fees.
26. I understand participants must be signed-in each morning and signed-out each afternoon by a parent.
27. I understand participants will not be released to anyone not identified on the enrollment form unless the site lead is called and given the designated individual's name (i.e., the person must provide family password and, if unknown by staff, share photo I.D. at time of pick up).
28. I understand staff follow the discipline procedures outlined in the PT Family Handbook and district policy manual.
29. I understand participants may be recorded, photographed, and/or videotaped while attending PT activities and grant permission for this to this occur unless otherwise communicated in writing.
30. I understand and agree to adhere to all district medication/health and/or illness/injury guidelines.
31. I understand scheduled field trips, including walking, are: a) a PT curriculum component, b) involve wearing a designated program t-shirt, c) require participants to accompany their group to and from all venues on program provided transportation, d) necessitate the parent to make alternate arrangements for the day when unable or unwilling to take part as expected, and e) may at times involve extenuating circumstances that result in a site return delay.
32. I understand participants are allowed five (5) days of parent discretionary vacation absence (i.e., to be taken according to family need) without charge and that written notice is required a minimum of one week prior to taking vacation.
33. I understand families with outstanding monetary balances will be placed on the school's "Obligation List" and that residency verification and/or enrollment for future program participation cannot occur until payment is made.
34. I understand an anonymous "Prime Time Family Survey" will need to be completed for each participant near the end of the school year and that input is obtained for the purpose of improving program services.
35. I have signed my participant up to attend:
  - A.M. AND P.M. at the rate of \$55.00 per week for the first participant
  - A.M. AND P.M. at the rate of \$45.00 per week for each additional participant per family
  - A.M. OR P.M. at the rate of \$45.00 per week for the first participant
  - A.M. OR P.M. at the rate of \$40.00 per week for each additional participant per family

I have read the above Memo of Understanding information and the Prime Time Family Handbook and agree to abide by the conditions and stipulations contained within. I am aware the site lead is available to address any specific questions and/or concerns that may arise.

Participant's Name: \_\_\_\_\_ Program Site: \_\_\_\_\_

Parent Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_