

PRIME TIME

Extended Learning Center

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**Prime Time is a Mission of
Immanuel Presbyterian Church**

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Welcome to Prime Time! We are happy you have chosen us to provide youth development for your children. This handbook provides information regarding the program, policies, and procedures for the operation of our extended learning center.

About Our Program

Prime Time is a state licensed facility offering children ages 5-12 a safe, nurturing environment during the before and after school hours. Sponsored by Immanuel Presbyterian Church as a community outreach program, Prime Time maintains the highest standards of caring, staffing, and extended learning programming at the lowest possible cost to the families we serve. Prime Time is a not-for-profit operation.

Mission Statement

The mission of Prime Time is to provide an enriching before and after school program where children feel safe, respected, valued, and engaged in meaningful experiences. We are a non-denominational center and welcome families of diverse backgrounds and beliefs. Prime Time is committed to providing affordable care and offers scholarships to qualifying families.

We believe a quality child care program should provide age appropriate opportunities and experiences that stimulate a child's physical, social, emotional, and intellectual growth. Prime Time supports each child's individual needs with a variety of engaging activities to choose from. The values we weave into our daily curriculum are Respect, Balance, Community and Thinking. Teachers are certified, trained in current best practices, and support our children through positive role modeling and engagement.

Hours of Operation

Monday –Friday, September through June (school year calendar)
AM 7 am -9:00 am PM 3:30pm – 6:00 pm

Admissions

Prime Time accepts children ages 5-12 years of age. The following forms must be completely filled out and returned to Prime Time before a child is accepted.

- Registration Form for the current school year
- Policy Agreement
- Certificate of Immunization Status
- \$50 Non-refundable Registration fee

For new applicants, preference is given to full time enrollees. All new enrollees are subject to a 30 day probation period; during which the child's guardians and Prime Time Director will meet to discuss the child's transition into the program and any other concerns. During the probationary period, a child may be terminated from attending Prime Time at the discretion of the Director.

Non-Discrimination Statement

“The U.S. Department of Agriculture prohibits discrimination against its customer, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., S. W., Washington, D.C. 20250-9420, by fax (202) 690-7442 or email at program.intake@usda.gov Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339; or (800)845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

(Updated July 2021)

Arrival & Departure

Washington State Law requires parents or others designated by parents to sign the attendance register when bringing children to the center and when picking them up. You will need to sign the “Sign In/Out” book, using your legal signature and current time. Our staff will sign-out students when they leave for school and sign-in students when they are picked up from school. ***It is not possible for children to sign themselves in or out of the center. Please make sure an authorized staff member is available to supervise the center before ever leaving your child.***

Parental Access and Visitation

Parents and guardians have the right to drop in any time to any areas used by their children in the Prime Time center. Parents and guardians are allowed to visit and pick up your child, except when access is restricted through a current legal restraining order or at the request of the Director. Children are only released to adults that you have authorized on the registration form, unless we are given **written** permission to release your child to another adult. You must inform us as soon as possible when someone else is picking up your child. The person picking up and signing out your child must present a **valid ID** before the child will be released. For the safety of your child, we will not release a child to anyone who appears to be under the influence of drugs and/or alcohol but will assist in making other arrangements for transportation home.

Transportation

Prime Time does not offer vehicle transportation to or from our center. We do offer supervised walking to and from school. Prime Time staff will remain on school grounds until the 8:55 bell rings and children are safely inside school buildings. In the event of a field trip, Prime Time will utilize public transportation.

School Vacations

Prime Time follows the Tacoma Public Schools yearly calendar. Prime Time will not be open during Holidays, Winter break, Spring Break and Summer Break. We may be open during other non-school days if **20** children are signed up and have prepaid the daily fee.

Prime Time is closed on the following holidays:

New Years Day, Martin Luther King Day, President’s Day, Memorial Day, Labor Day, Veterans Day, and Thanksgiving Break.

Emergency Closures

When school is closed due to inclement weather, including snow, Prime Time is also closed. When school has a 2 hour late start, Prime Time will do our best to open as soon as our staff can get to work safely within 2 hours of our regular opening time. ***Please call ahead to make sure staff is on site, and never leave children when there is no staff available to supervise children.*** We ask that parents make every effort to return to pick up children as early as possible so that our staff may also make it home safely. In case of an emergency school closure (before 3:00), we will try our best to pick up children. The school or Prime Time will call parents to notify you of the emergency.

Clothing

Children should come dressed in clothing that is comfortable and suitable for active play indoors and outdoors. Children will spend part of every day outside, except in cases of severe weather. They should have appropriate outerwear that will keep them warm and dry, as well as a hat, gloves, and an umbrella. Remember that we walk to and from school regardless of the weather.

Typical Daily Schedule

Morning Program (AM)

IPC & LOWELL

7:00 Prime Time Opens
7:00-7:45 Free Choice
7:45 Breakfast or Breakfast snack
8:00 Group Time: facilitate Social, Emotional Learning (SEL)
8:45 Walk to School
9:00 School starts

Afternoon Program (PM)

IPC

3:30 Students check in/Pick up
3:40 Walk to Prime Time
4:00 Snack/Warm Welcome/Emotion Check In/Facilitate SEL
4:30 Free Choice
5:00 Homework Club
5:30 Free Choice
6:00 Prime Time closes

LOWELL

3:30 Students check in/Pick up
3:35 Snack/Warm Welcome/Emotion Check In/Facilitate SEL
4:00 Free Choice
5:00 Homework Club
5:30 Free Choice
6:00 Prime Time closes

*Friday: Enrichment Activities are offered in place of Homework Club.

Prime Time is committed to providing each child with at least 30 minutes of outside time, weather permitting, in addition to walking to and from school.

Homework Club

Prime Time offers Homework Club Monday through Thursday for 30 minutes at 5:00 pm. Staff is available to assist students with their homework and assure that it is completed. Students complete homework then choose from a variety of educational enrichment activities that are self-directed and align with Common Core Standards.

Creation Station

Creation Station is an Open Art Studio @ IPC, providing students with the opportunity to explore different art medium. They may choose to create the planned art activity or use the available medium to create a master piece of their own.

Meals

IPC

Prime Time provides students with a nutritious breakfast and snack. We support local, fresh, and organic foods, and offer a wide variety throughout the month. The menu is posted on the parent bulletin board so parents may plan ahead. In the event of food allergies, a substitute snack may be brought from home. Students will supply a home lunch on No-School days or school breaks when Prime Time is open for full days. Please do not pack soda pop, candy, gum or other high sugar items in your child's lunch. Thank you.

Absences

(Updated July 2021)

If your child will not attend Prime Time on a scheduled day, **call Prime Time by 3:00 p.m.** at (253)627-2616 to let us know. This lets us know not to pick up your student from school and allows us to plan appropriately. Prime Time may charge a **\$10 non-notification fee** if a student is scheduled to come, does not check in after school and no phone call was received. Prime Time may charge a **\$15 pick-up fee** if a student does not check in by 3:35 pm and requires a staff member to go back to the school for pick up.

Fee Schedule

	<u>First Child</u>	<u>Additional Children</u>
Non-Refundable		
Registration fee	\$50	-0-
Full-Time AM/PM	\$540	\$500
AM Only	\$350	\$315
PM Only	\$400	\$360

* Prices are subject to annual tuition increases

Prime Time’s basic monthly fee is based on the 180 day school calendar and averaged across the ten months of operation. Although December, April and June are partial months, fees will not be prorated for these months.

On Non-school days, if there are at least 20 students signed up and prepaid, Prime Time will remain open for an additional fee. The fee for all day is **\$55 a day for the first child and \$45 for the second child, and a field trip fee if applicable.**

On early release days, Prime Time will be at Lowell to pick up students who are signed up at 12:15 pm. For Full-Time and PM families there is no additional fee. AM families will need to pay the additional fee. **Additional children are \$25 a day.**

Payment Due Date and Late Fees

Base tuition is collected via Automatic Cash Handling on the 5th of every month. In the event the 5th falls on a weekend, tuition will be collected on the following Monday. You will receive a tuition statement for any additional tuition you accrue during the month. **Fees are due and need to be received by the 5th of the month. A late fee of \$25 will be added to your current tuition for payments received after the 5th.** If you have trouble paying on time, please discuss this with the director as soon as possible so a reasonable arrangement can be made. Payments **MUST** be received by the 20th of the month or you will be asked to re-register your child and pay an additional registration fee of \$50.

Late Pick up Fees

Parents who are unable to pick up their child by 6:30 pm will be charged a late pick up fee of \$1 a minute. Please call the center to let us know you are on your way. If a pattern of late pick ups develops, it may be grounds to end the child’s placement with Prime Time and you will need to make other arrangements.

Change Plan and Withdrawal Policy

As a courtesy to Prime Time, we ask that you notify us **2 weeks** prior to a program change or withdrawal. Changes in plans or withdrawal without the 2 weeks notice will be subject to a fine of \$200.00. **Time off:** Parents must give the Director **2 week** notice in writing when taking time off. If notice is not given, the parent will be subject to current tuition rates or the center’s withdrawal policy fee of \$200. Student will be allowed to come back when and if a space is available. Space cannot be held or guaranteed.

Health Policy

Medication-State licensing requirements do not permit childcare agencies to administer medications or treatments without the written directions from a physician and written consent of a parent. The Prime Time staff will not administer any over the counter medications. In order to give medication the following conditions must be met:

- A Parent, not a child, must physically give medication to staff.
- Department of Health “Medication Authorization Form” must be complete and signed by parent/guardian.
- Labels with directions and prescriptions must be intact and match directions given by parent/guardian.
- Medication will be stored in a locked box and a record will be kept on administration.

Prime Time must have a completed health record for each child before they can be admitted to the program. This must include immunization history, allergies and any other conditions which may adversely affect the child care situation or other children.

Children who have not received all immunizations appropriate for their age will be accepted on a provisional basis as long as the immunizations have been started and are completed as rapidly as is medically indicated.

The Prime Time staff will monitor all children daily for signs of illness. Children should never be brought to the center when they are ill. This endangers the health to other children and staff members. If your child becomes ill, parents will be notified and asked to pick up the child as soon as possible. The child will be kept comfortable and be isolated from the other children until the parent arrives.

Prime Time staff cannot knowingly accept children for care when they are ill. Children need to stay home if experiencing the following symptoms:

- Fever 101 degrees or higher
- Vomiting on 2 or more occasions within a 24 hour period
- Diarrhea - 3 or more watery stools over a 24 hour period
- Draining rash
- Eye discharge or pinkeye.
- Too tired or too sick to participate in daily activities
- Lice or nits

We will report communicable diseases as necessary to the local health department. We will also notify other parents in the center so they can take appropriate actions to protect their children. In order to help prevent the spread of infectious diseases, the staff follows the following procedures:

1. All blood and body fluids are treated as potentially infectious.
2. Staff wash’s their hands with soap and water before and after eating, after cleaning up spills of body fluids, after assisting a child in the bathroom, after going to the toilet, after providing first aid to anyone, and after using disposable gloves.
3. Staff uses disposable latex gloves when there is a potential of contact with blood or other body fluids.
4. Staff cleanses all surfaces exposed to bodily fluids with a 10% bleach solution or an EPA registered germicide.
5. Staff discards all materials used, including disposable gloves, into a plastic bag, seal the bag and dispose of it away from the play area.

In an emergency requiring immediate medical attention, all efforts are made to contact the parent or guardian. 911 will be called and proper first aid treatment will be applied until help arrives.

Scratches and scrapes are inevitable when children play and will be treated with soap, water, and a Band-aid. For anything more serious, you will be notified at once. Records will be kept on an accident report and given to parent to review and sign, and then be placed in a child's file.

Discipline Policy

Prime Time staff believes in the inherent goodness of children. In our center, we treat discipline as a learning opportunity. As all parents know, a child's discipline begins long before any specific act.

Discipline must contain five components:

1. Prevention
2. Clearly stated rules and expectations
3. Teaching of skills enabling children to comply with the rules and expectations
4. Respect for a child's developmental stage
5. Collaboration with the child and his or her parents

Our main concern is for the physical and emotional safety of all children at Prime Time. We provide healthy role modeling and staff training in the profession's current best practices. We desire to help your child develop self-control as well as respect for the others.

Guidelines of Discipline:

- Child is encouraged to use words to solve problems. When children don't know how to begin, adults will utilize the situation as a teaching moment to explicitly demonstrate negotiation skills.
- Redirect child to a new activity.
- Child is removed from the playgroup in order to regain composure and think about more appropriate behavior. The child may rejoin the group when they are ready to choose more appropriate behavior.
- Parent/Guardian(s) are encouraged to observe and share ideas.
- A conference with parent/guardian(s) may be requested to work as a team and enlist intervention.
- Students who continuously put others at risk may be terminated from Prime Time. This is a last resort, of course, but as a state licensed facility, we are required by law to ensure the safety of all children. We may terminate participation when repeated interventions fail to elicit the desired behavior. When the threat to staff or other children is judged extreme, the center must immediately remove a child. In those cases, the law requires we remove the child first and evaluate the circumstances afterward.
- A three strike policy will be used to deal with unacceptable behavior and actions. The first strike requires a conversation with the student and completion of a behavior contract. On the second strike, parent/guardian(s) will be called in to conference with staff and student to discuss behavior and how it will be changed. On the third strike, Prime Time will hold another conference with the parent/guardian and discuss the removal of the child from our program.

Prime Time staff members will not use any form of corporal punishment, nor will corporal punishment be used by anyone on site including adults and children.

Child Abuse

All childcare providers in the State of Washington are mandated by law to report suspected child abuse and/or neglect to state authorities within 48 hours of first suspicion. This also includes parents suspected of being under the influence of drugs and or alcohol when they come to pick up their children. In addition, 911 will be called and the parents vehicle license number will be given to the police.