



SUMMER SCHOOL PRIME TIME • SUMMER JOURNEY PRIME TIME

2024 SUMMER PRIME TIME FAMILY HANDBOOK

BLUE SPRINGS SCHOOL DISTRICT



DISTRICT CONTACT:

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816-874-3200

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Prime Time Summer Directory - 2024*

Cordill-Mason Elementary
4001 Christiansen Drive
Blue Springs, MO 64014

Site Leads: Nicole Lewis (816.874.3617 nlewis@bssd.net);Eric Horn (ehorn@bssd.net)

John Nowlin Elementary
5020 NW Valley View Road
Blue Springs, MO 64015

Site Leads: Lindsey Williams (816.874.3676/ lwilliams3@bssd.net);Joey Young (jyoung@bssd.net)

James Walker Elementary
201 SE Sunnyside School Rd.
Blue Springs, MO 64014

Site Leads: Janice Smith 816.874.3668/ jsmith1@bssd.net);Amy King (aking@bssd.net)

Lucy Franklin Elementary
111 NE Roanoke Drive
Blue Springs, MO 64014

Site Leads: Daniel Sikorski (816.874.3696 [/dsikorski@bssd.net](mailto:dsikorski@bssd.net))

Chapel Lakes Elementary
3701 NE Independence Avenue
Lee's Summit, MO 64064

Site Leads: Rustie Welch (816-874-3608/ rwelch@bssd.net);Missy Hayes (mhayes@bssd.net)

William Bryant Elementary
1101 SE Sunnyside Rd
Blue Springs, MO 64014

Site Leads: Ashlyn Mitchell (816.874.3737/ amitchell@bssd.net); Emily Ball (eball@bssd.net)

William Yates Elementary
3600 Davidson Road
Independence, MO 64055

Site Leads: Erica Lowmiller (816.874.374 [/elowmiller@bssd.net](mailto:elowmiller@bssd.net)); Erin Wesselmann (ewesselmann@bssd.net)

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

Prime Time Mission Statement

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

Prime Time Goals/Objectives

To ensure a meaningful experience for all participants,* the Prime Time Program will:

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

Participants Defined:

For this handbook, elementary-level children who are attending the Prime Time program shall be referred to as “participant(s)” and adults legally liable for enrollment and payment purposes as “parent(s).” Elementary children include children entering kindergarten through those who are exiting 5th grade for the 2023-2024 school year.

Prime Time Summer School Program Overview

Prime Time Summer School provides before-school, after-school, and full-day service at the district’s seven summer school elementary sites. Each school has a designated “site lead” responsible for daily program operations and is directly supervised by the building administration. The program is fee-based, with weekly tuition covering all operating costs, including field trips and special activities. Prime Time voluntarily meets Missouri licensure guidelines as an exempt-from-licensure provider and provides state-subsidized care for qualifying families. Prime Time supports, expands, and enriches the school day through social, recreational, and life skills development opportunities. Prime Time maintains a strong partnership with the home and community, offers various experiences, and provides families with high-quality service within the convenience of their resident school.

Summer Journey Program Overview

Summer Journey is a camp-like experience for students. The camp events start at 8:30 AM each day and conclude at 3:30 PM. However, students may be dropped off as early as 6:30 AM and picked up as late as 6:00 PM. Students are required to bring breakfast, lunch, and snacks. Food service is not provided. Students need a water bottle, which they may refill throughout the day. Camp events include arts and crafts, clubs, STEM projects, field trips, organized outdoor games, and on-site presenters. Students are placed in age-alike groups; at least 2 Summer Journey associates manage each group. On field trip days, students must arrive by the required drop-off time to attend the field trip.

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. Every effort will be made to secure an appropriate resolution as early as possible whenever a grievance occurs. 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 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

Access of Services

Prime Time and Summer Journey 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.

Incoming Kindergartners in Summer Prime Time & Summer Journey

Summer Prime Time and Summer Journey are designed for school-aged students and are not an early childhood or preschool program. To enroll in Summer Prime Time or Summer Journey, the following is expected of all incoming Kindergarten students:

- 5 years old before August 1, 2024
- Enrolled for the 2024-2025 school year
- Current with immunizations

Due to the camp-like experiences of Summer Journey, incoming Kindergartners are most successful in this program when they can do the following:

- Demonstrate independent adaptive skills like managing one's lunch items, using the restroom independently, and putting on sunscreen
- Competent at expressing one's needs verbally, following adult directions, and staying with one's group at all times
- Do not require a rest period or a nap in the afternoons

Sixth Graders (Exiting 5th Graders)

Exiting 5th graders (6th graders) will attend summer school at Paul Kinder Middle School. During the summer school session, Prime Time Summer School 6th grade students will be bused by the district daily from their Prime Time Summer School site to and from Paul Kinder Middle School for class from 7:55 a.m. to 3:05 p.m. **6th graders must be at their Prime Time Summer School site by 6:45 a.m. for bus pick-up. If a student misses the bus from Prime Time to PKMS, the adult of the child is responsible for transporting the student.**

If sixth graders attend Summer Journey, they will participate in their site's daily Summer Journey activities. Sixth graders have an opportunity to volunteer as a Summer Journey Buddy. Summer Journey Buddies partner with younger age groups to help with Summer Journey activities, like arts and crafts and STEM projects. Summer Journey employees supervise all Summer Journey Buddies.

Calendar/Hours of Operation

May 30 th :	First Day of Summer School – PT Hours: 6:30-8:20 a.m. & 3:30-6:00 p.m.
June 19 th	Closed for Federal Holiday
June 25 th :	Last Day of Summer School
June 26 th :	Full-day Summer Journey Care – SJ PT Hours: 6:30 a.m. to 6:00 p.m.
July 4 th	Closed for Federal Holiday
August 13 th	Last Day of Summer Journey
August 20 th :	First Day of School Participants must be enrolled in Prime Time for the academic school year to attend.

Staff Ratios

Close supervision is provided, with the target ratio being one staff member per sixteen participants. This staffing ratio meets the guidelines and licensing standards prescribed by the Missouri Office of Childhood and State Subsidy Agreement.

Regular Summer School

If a student is enrolled in Summer School Prime Time, they must also be enrolled in Summer School. These are two separate enrollment processes. Parents may enroll in Summer School through their Parent Portal. The parent needs to select the same site for both Summer School Prime Time and Summer School.

Registration Options and Fees

- The enrolling adult will select one of three options:
 - Option 1: Summer Prime Time – Before and after school care for Summer School (May 30th – June 25th)
 - Option 2: Summer Journey Only – Only attend Summer Journey (June 26th – August 13th)
 - Option 3: Summer Prime Time and Summer Journey – Before and after school care for Summer School and our Summer Journey Camp (May 30th – August 13th)
- Enrollment must be completed online at <https://bssd.ce.eleyo.com>.
- Registration closes on May 29th. However, due to the high demand for enrollment, sites may cap with a waiting list before registration closes. Registration is first come, first serve. Any requests for late enrollments will be made at the discretion of the Site Lead.
- A non-refundable fee is required per participant. The fee is payable through Eleyo, cashier's check, or money order and must be paid before starting the program. The enrolling parent is financially responsible for the registration fee.
 - Option 1: Summer School Prime Time Fee: \$35/participant (May 30th – June 25th)
 - Option 2: Summer Journey Only Fee: \$150 (June 26th – August 13th)
 - Option 3: Summer School Prime Time and Summer Journey Fee: \$150 (May 30th – August 13th)
- All previous outstanding balances must be paid in full before enrollment in Prime Time Summer School and Prime Time Summer Journey is accepted.
- Prime Time reserves the right to cap student enrollment at individual sites to maintain proper supervision ratios of staff to students. Parents may request to be placed on a waiting list for an opening. Parents may enroll at an alternate Prime Time site with available space. The student must also attend the summer school program at the alternate site. The parent is responsible for all transportation of the student. Enrollment is first come, first serve.**

Weekly Tuition Fees

The enrolling parent is financially responsible for weekly fees and assuring they are paid on time. Fees are due the first day of scheduled service per week, prorated for less than 5-day weeks, and reduced during the 18-day summer school term. The fee schedule is as follows:

Summer School Prime Time Weekly Fees (5 days/week)

	<u>May 30th – June 25th*</u>
AM/PM First Participant Fee	\$60/week
AM/PM Second Participant Fee	\$55/week

AM or PM First Participant Fee	\$50/week
AM or PM Second Participate Fee	\$45/week

Summer Journey Weekly Fees (3 or 5 days/week)

June 26th – August 13th*

First Participant Weekly Fee (3 days/week)	\$85/week
Second Participant Weekly Fee (3 days/week)	\$80/week

Enrolling adults must select the three days of attendance at enrollment. This selection may not be changed throughout the summer to ensure proper staffing ratios.

First Participant (5 days/week)	\$105/week
Second Participant (5 days/week)	\$100/week

*Fees may be modified to reflect a combined summer school and full-day week (e.g., June 26 – June 28) or a reduced service week (e.g., July 1 – July 5). Site leads should be contacted for the actual weekly fee amount schedule.

Payment Guidelines

Following are the general Summer Prime Time payment guidelines:

1. The enrolling parent is financially responsible for weekly fees and assuring they are paid on time.
2. A fee is charged weekly regardless of attendance (see #14 below – vacation exception).
3. Fee payment is due each week's first day of scheduled program service.
4. Fees are adjusted for less than 5-day weeks and reduced during the district's summer school session.
5. Fee payment must be made electronically through Eleyo or manually by personal check, cashier's check, or money order. Counter checks and cash will not be accepted. A driver's license #, birth date, current phone number, and the participant's name printed in the comment section are required on all checks.
6. A 3.69% processing fee will be applied to all online payments. This fee is paid directly to Eleyo and is non-refundable.
7. Manual fee payments should be given to the site lead or assistant.
8. A \$5.00 late fee per account will be applied automatically through Eleyo if an invoice is not paid within 2 days of the billing date.
9. Service will be suspended if payment is overdue for the preceding week (temporarily ineligible).
10. Service will be concluded if late payment occurs more than three (3) times (exited from the program).
11. Fees, including advance payments, are non-refundable; however, family account funds may be transferred to another Prime Time site.
12. A minimum of one week of advance parent notice in writing is required before separating service. Failure to do so will result in the account being charged for the transition week.
13. Vacation time is the only exception regarding weekly fees. Full-time participants will receive five parent discretionary days with no charge and part-time participants will receive three-parent discretionary days with no charge. Parents should email their site lead at least one (1) week before using vacation time. Vacation cannot be carried over into the following school year or subsequent Prime Time Summer Programs.
14. A fee of \$3.00 per minute per participant will be charged for pick-up after 6:00 p.m. A total of three (3) late pick-up occurrences will result in program exclusion.
15. Unless otherwise communicated by site staff or specified on the activity calendar, parents are required to provide a sack lunch and beverage each day between July 3 and August 15, 2023. If one is forgotten and the program must meet this need, a minimum fee of \$15.00 per participant will be charged to the family's account.
16. In the event a check is returned for insufficient funds, fee payment will be collected electronically, and a charge of \$30, or the maximum allowed by law, will be assessed by the district. The check writer is responsible for all costs associated with a referral to the district's collection agency, ECS (303-486-0840), as well as an additional \$15 amount charged separately by Prime Time Summer School/Prime Time Summer Journey. 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, Prime Time Summer Journey maintains the option to refuse any

future checks and may require fee payment to be made by money order only. After three (3) returned checks, fee payment must be made solely by money order.

17. Tax information is provided to families as a courtesy from Prime Time. Should an outstanding account balance occur, payment in full must be received before receiving tax paperwork.
18. 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.
19. 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." *See School Obligation List on page 10.*
20. An official Prime Time Summer T-shirt must be worn daily unless otherwise communicated by the site lead. Arrival without a Prime Time Summer T-shirt will result in one being provided and the family account being charged \$7.50.

State Assistance

As a result of being fee-supported, the Prime Time Summer Journey does not offer any subsidies or scholarships. The enrolling adult is responsible for applying for State assistance from DSS by visiting the site [Apply for Child Care \(mo.gov\)](#). 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.

Families receiving state subsidies must check in and out daily with the KinderConnect app. This app must be downloaded to all smart devices of adults who will do drop off and pick up. The enrolling adult monitors and ensures attendance is current and accurate. Inaccurate attendance can result in not receiving state aid. The enrolling adult's responsibility is to pay for any balances due to inaccuracies in attendance, resulting in a lack of state payments.

Arrival and Departure Procedures

Arrival: Participants must be signed in by a parent or an authorized adult by using the Eleyo app and/or KinderConnect app on the provided tablet or by using their smartphone. Drop-off without signing in may result in termination of enrollment. The adult dropping off the child must walk the child into the building to sign in correctly. Curbside drop-off or pick-up is not permitted.

Departure: Participants must be signed out by a parent or an authorized adult for pick up by 6:00 p.m. daily by using the Eleyo app or KinderConnect app on the provided tablet or by using their smartphone. The adult picking up must walk into the site to sign out the child correctly. Curbside pick-up is not permitted. 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 more than three (3) times in the same summer. The Prime Time Summer School/Prime Time Summer Journey office should be contacted in advance if special or alternate dismissal arrangements are required. When a call is made and staff is unavailable, a detailed message should be left on voice mail. 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 or authorized adult daily. Once signed out, the parent accepts sole responsibility for supervision.
2. If checking out during summer school hours, parents should notify the Prime Time Summer School/Prime Time Summer Journey site lead through email or by contacting the Prime Time Summer School/Prime Time Summer Journey office. If the Prime Time Summer School/Prime Time Summer Journey staff is unavailable, a detailed message should be left on voice mail.
3. In an emergency, participants can only be picked up by individuals authorized on the enrollment contract. Individuals authorized to provide assistance must be 18 years or older and be known by the participant(s) for ease of identification. A picture ID will be required from the authorized individual during emergency pick-up.
4. Changes in normal pick-up procedures must be communicated in writing or by email/text message to the site lead before program release. If there is an emergency and a staff member is not accessible in the Prime Time Summer School/Prime Time Summer Journey Office, please contact the school office or Central Office at 874-3200.
5. Any special circumstances regarding custody should be brought to the site lead's attention. In addition, a

copy of the court order outlining custody provisions should be given to the site lead for reference purposes and permanent file placement.

Late Pick-Up Procedures

Participants should be picked up by 6:00 p.m. If delayed for any reason, program staff should be called before the late arrival (i.e., to inform affected participants of the delay and prevent 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 sign-out time recorded on the Eleyo app will be used for the correct time.
2. The late pick-up fee is \$3.00 per participant for each minute after 6:00 p.m.
3. Three late pick-up occurrences will result in exclusion from the program.
4. When pick-up is more than one hour after closing, legal authorities may be contacted, and future service may be revoked immediately

Emergency Relocation/Closing Procedures

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

Behavior Expectations and Discipline

Participant behaviors in Prime Time and Summer Journey are consistent with the expected behaviors of students during a school day. Site leads implement positive behavior systems to encourage wanted behaviors from all students. This includes teaching expectations clearly, maintaining active supervision in all settings, and providing positive feedback when a participant is on target. To ensure student safety for all students and a positive Prime Time environment, all Prime Time facilities expect the following:

1. Maintain a safe body at all times. Students do not harm themselves or others.
2. Stay in the designated areas with an adult at all times. Do not leave Prime Time areas without permission, nor hide from the adults.
3. Use polite language with staff and peers; no profanity, offensive language, or putdowns.
4. Follow the directions promptly.
5. Respect the property of the school, others, and Prime Time.

Prime Time will respond to unwanted participant behavior following the process below. Corporal punishment or threatening may not be used as a form of discipline. Food may not be withheld or portions changed as a punishment.

Step One: Redirection and Reteaching - The participant will be redirected in a calm voice. The student will be asked to state the expectation and demonstrate it appropriately. The staff will monitor the student to ensure the student is okay.

Step Two: Work It Out/Make A Plan - The participant must help decide how to solve the problem and may return to the activity when s/he is ready to follow the rules (problem-solving will be facilitated by a staff member when necessary). The student is removed from the activity but not the setting. Once the plan is created, the child may return to the activity.

Step Three: Time Out -The participant is removed from the setting for a time-out. Time-outs occur in the Site Lead office or another supervised location. The student stays in the time-out for a period of time at the Site Lead's discretion. Parents will be informed about a time-out in the PT office.

- If deemed necessary by the Site Lead and Principal or his/her designated administrative representative, a success plan, including behavior goals and expected discipline responses from the program. A conference, including the participant and parents, will take place before implementing the plan. If inappropriate behavior occurs on more than one day, the Site Lead and Principal or his/her designated administrative representative may have a conference with the participant's parents.
- A participant may immediately be suspended and/or expelled without prior parental notice for reasons including, but not necessarily limited to physically hurting or endangering self or someone else, making a threat, using discriminatory language, damaging school property, theft, constant insubordination, and leaving a designated area

or site without permission. In the case of suspension/expulsion, the parents are responsible for immediately picking up their participants and making arrangements for alternate supervised care. Expelled participants will not be allowed to return to the program during the same school year, including 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.

Program Publicity

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

Medication/Health Procedures

Prime Time Summer School/Prime Time Summer Journey 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 is 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 participants. 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 Procedures

The following is a list of the medical conditions for which students **MAY BE EXCLUDED** from school attendance and the circumstances that must occur for their return. **EXCLUSION** from school is for the health and benefit of all students and staff with a quick return expected of healthy children (i.e., for those conditions not listed, refer to **Prevention and Control of Communicable Diseases published by Missouri Department of Health**).

Fever over 100.4 degrees – must remain at home until 24 hours fever-free without fever-reducing medications such as Tylenol or Ibuprofen.

Vomiting – must remain at home until 24 hours have passed since the individual has last vomited

Diarrhea (at least three loose or watery stools in the last 24 hours) – must remain at home until 24 hours have passed since the individual last experienced diarrhea

COVID-19 – must remain at home for at least five days and may return on day six if symptoms are improving and the individual is 24 hours fever-free

Pink Eye – Purulent – Excluded until there is a doctor's diagnosis that it is noncontagious or until it has been treated for 24 hours with a prescription antibiotic eye drop. OR – the student is kept at home until the eye is free from redness and drainage.

Skin Rash – if the cause of the rash is unknown, the individual will remain at home until the rash is gone or a doctor provides documentation that the rash is not contagious

Chicken Pox/Shingles – remain at home until all lesions are crusted and no new lesions appear; this generally occurs on day six after the rash begins

Head Lice – remain at home until the active head lice infestation is gone *Scabies* – remain at home until adequate treatment is completed

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 **basic** first aid, and the site lead will notify the parents. **Prime Time employees are required to maintain first aid and CPR certification.**
- 2) Parents will be contacted immediately in case of illness, head injury, or a more serious accident. 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.
- 5) Prime Time will always prioritize student safety and will only respond to minor first aid needs before calling a parent and/or 911.

In case of a minor accident, staff will carry out necessary first aid, and the parents will be notified. Parents will be contacted immediately in case of illness, head injury, or a more serious accident. In serious cases, 911 and the parents will be called, and emergency personnel will determine if transportation to a hospital should occur.

Safety & Emergencies

- Staff/Participant Ratios: Target staffing ratios are 1:16 for school-aged children. This voluntarily meets the guidelines and licensing standards prescribed by the Missouri Department of Health, Missouri School-Age Care Alliance, and the National After-School Alliance. Group sizes do not normally exceed 48 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 when students move settings or activity areas. Staff retain their cell phones while on duty. The staff has immediate access to a working landline telephone in an emergency.
- Emergencies: The program has immediate access to a working telephone in an emergency. In the
- 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 contact the parent as soon as possible.
- 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 as soon as possible by phone and email whenever an emergency re-location or closure occurs.
- Drills: Fire, disaster, and intruder/lockdown drills are held throughout the year. Emergency procedures are posted in all Prime Time activity/detour areas.
- Reporting Abuse: Staff are mandatory reporter and will report all cases involving suspected abuse or a potentially dangerous home situation to Department of Family Services.
- Playground Safety: A checklist from the National Program for Playground Safety is used to help ensure outdoor activity areas and equipment are in good working order. A copy of the safety checklist is available for viewing through the site lead.

Personal Belongings/Toys

Prime Time promotes personal responsibility and is not liable for damaged, lost, or stolen belongings, including clothing and money. Parents should provide a sturdy, easy-to-carry backpack or tote that is clearly and permanently labeled with the participant's name to better manage personal belongings. 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 per site lead-provided guidelines. All unlabeled, unclaimed clothing and personal belongings will be placed in the school's "lost & found" area.

Field Trips

Field trips occur during Prime Time Summer Journey, the full-day portion of the Prime Time Summer Program, (i.e., see the site lead-provided Field Trip Calendar), with written notice being given to parents before each event. The Blue Springs School District's Transportation Department and an approved vendor will be used when buses 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 when circumstances beyond the program's control may cause a delay.

All participants are expected to accompany their group to and from field trips on district-provided transportation (i.e., parents **MAY NOT** transport or drop off a participant directly at a field trip venue). For time management purposes, participants must be at their site at least thirty (30) minutes before field trip destination departure. If this expectation cannot be met, the parent will be responsible for making other care arrangements for the day. Furthermore, parents will be responsible for making other care arrangements when participation for physical or other reasons is impossible. Parents do not attend Prime Time Summer Journey field trips unless otherwise stipulated in conjunction with a previously established Student Support Plan.

Snack

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

Lunch

May 30th – June 25th: During Prime Time Summer School, nutritional services will provide breakfast and lunch choices for a fee. Parents can add money to their student's lunch account for summer school by visiting the School Café website at [SchoolCafé \(schoolcafe.com\)](http://SchoolCafé.schoolcafe.com).

Juen 26th – August 13th: Parents must provide a lunch and drink each day during Prime Time Summer Journey except when specified on the activity calendar. Lunch should include healthy, picnic-safe food items and a drink and **SHOULD NOT** require refrigeration or heating/warming. Parents may use a small lunch cooler if necessary. In the event, lunch is forgotten and the program must provide one, a minimum fee of \$15.00 per participant will be charged to the family account.

Vacation Procedures

Vacation without charge is allowed as follows: Full-Time Participants – Five (5) parent discretionary days; and Part-Time Participants – Three (3) parent discretionary days. Parents should email their site lead at least one week before taking a vacation. Vacation periods do not carry over from the Prime Time Summer Program to the Prime Time school year.

School Obligation List

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

Family/Staff Communication

Verbal/Written Communication – Open communication is encouraged and appreciated. Changes in the daily routine should be shared in written form or emailed to the Prime Time Summer School/Prime Time Summer Journey site lead. Program-related questions/concerns should be directed to the site lead (i.e., a conference can be scheduled at any time). Email is available for parents to share information pertinent to the program (e.g., different pick-up individuals, schedule change).

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 tidy).

T-Shirts

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

Swimming

Supervision at all field trips, including swimming, is taken very seriously. Staff members will be stationed on both the deck and in the water to maximize coverage at swimming locations. Parents must complete and return the Swim Form before the first swimming field trip. Students are expected to follow all the rules of the pool complex. In addition, diving is not permitted on Summer Journey field trips. Students who are unable to follow these safety rules will lose swimming privileges.

Hesitant swimmers will not be made to get into the water. Parents should provide written notification of any concerns/limitations regarding the swimming experience to ensure safety and reduce anxiety. We will do our best to provide a shaded spot for the students to relax. Every staff member attends pool field trips, so hesitant swimmers cannot stay at the site rather than attend the field trip.

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

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

Sunscreen

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

Insect Repellent

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