

BLUE SPRINGS SCHOOL DISTRICT

# PRIME TIME

2023-2024  
*Family Handbook*



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

## District Contact:

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# TABLE OF CONTENTS

Prime Time School & Site Lead Directory .....	- 3 -
Prime Time History .....	- 4 -
Prime Time Community Partnerships .....	- 6 -
Prime Time Mission Statement .....	- 7 -
Prime Time Program Overview .....	- 7 -
Prime Time Guidelines .....	- 7 -
Prime Time Goals/Objectives .....	- 7 -
Notice of Non-Discrimination .....	- 8 -
Discrimination Grievance Procedures .....	- 8 -
Access of Services .....	- 8 -
Organizational Structure .....	- 8 -
Program Features: .....	- 8 -
Structured Activity Areas .....	- 9 -
Hours of Operation .....	- 9 -
Enrollment Process .....	- 9 -
Registration Fee .....	- 9 -
Program Fees .....	- 10 -
Payment Guidelines .....	- 10 -
State Childcare Assistance Payments -DSS .....	- 12 -
Arrival & Departure .....	- 12 -
Late Pick-Up .....	- 13 -
Drop/Withdrawal Process .....	- 13 -
Full-Day Service .....	- 13 -
Closure Days .....	- 14 -
Inclement Weather & Early Release Days .....	- 14 -
Behavior Expectations and Discipline .....	- 14 -
Bullying and the Olweus Bullying Prevention Program .....	- 15 -
Safe Schools Act .....	- 16 -
Program Publicity .....	- 16 -
Medication/Health Procedures .....	- 16 -
Sickness/Accident Procedures .....	- 16 -
Accident Procedures .....	- 17 -
Safety & Emergencies .....	- 17 -
Personal Belongings/Toys .....	- 18 -
Field Trips .....	- 18 -
Food Served (Breakfast, Snack, & Beverage).....	- 18 -
Vacation Time .....	- 19 -
School Obligation List .....	- 19 -
Facility Maintenance .....	- 19 -
Family/Staff Communication .....	- 19 -

## Prime Time School & Site Lead Directory

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

Daniel Young Elementary  
505 SE Shamrock Lane  
Blue Springs, MO 64014  
Site Lead: Emily Ball  
874-3633 / eball@bssd.net

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

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

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

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

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

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

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

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

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

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

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

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

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

## Prime Time History

### 1994 - 1995

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

### 1995 - 1996

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

### Summer 1996

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

### 1996 - 1997

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

### Summer 1997

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

### 1997 - 1998

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

### 1998 - 1999

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

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

### **Summer 1999**

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

### **1999 - 2000**

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

### **2000-2001**

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

### **2001-2002**

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

### **2002-2003**

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

### **2003-Present**

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

## Prime Time Community Partnerships

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

## **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 administration. During providing service, site leads may need to access school records, including those about institutions or districts previously attended. The program is fee-based with weekly tuition covering all operating costs, including field trips and special activities. 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) and provide state-subsidized care for qualifying families. 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 with 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 annually. Guidelines are considered and revised, if necessary, before the start of each school year and remain current throughout the subsequent "Summer Journey" term. Parent input is welcomed and taken under advisement in conjunction with the revision cycle. Site-specific issues are addressed and resolved by program personnel at the respective school.

## **Prime Time Goals/Objectives**

To ensure a meaningful experience for all participants,\* the PT program will:

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

\*For this handbook, elementary level (i.e., grades K-5) children who are attending the PT program shall be referred to as "participant(s)" and adults legally liable for enrollment and payment as

"parent(s)."

## **Notice of Non-Discrimination**

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

## **Discrimination Grievance Procedures**

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

The grievance procedure includes four steps. At Level One, a grievant may make an appointment with and discuss the matter with the appropriate principal to resolve. Level Two requires the grievant to reduce the grievance to writing, sign it, and submit it to the appropriate compliance coordinator. Level Three is an appeal to the superintendent. Level Four is a final appeal to the Board of Education. The decision of the Board of Education shall be final and the grievant shall be informed of the decision in writing. Any grievance or appeal not filed within the time limits outlined in the policy, unless there is a mutually agreed extension of time, shall be deemed denied. For a full statement of the grievance policy, including timelines for submitting a grievance, please see Board Policy 2.12

## **Access of Services**

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

## **Organizational Structure**

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

## **Program Features:**

- 1) Various high-engagement activities are organized in various areas of the school with staff supervision. Students may self-select their activities in Prime Time.



- 2) Service provided during most academic breaks. Please note closures listed on the district website [Prime Time - Blue Springs School District \(bssd.net\)](http://Prime Time - Blue Springs School District (bssd.net))
- 3) Prime Time will always try to remain open on inclement weather days. However, the final decision will be made considering road conditions and the safety of all staff. Necessary Prime Time closures will be communicated through the district messaging systems.
- 4) Special field trips and events during some full-day sessions
- 5) Access to the gym and playground
- 6) Professional development training throughout the school year to maintain a quality staff
- 7) Limited screen time for students - movies and technology are occasionally utilized, but students are encouraged to engage in non-screen activities like games, puzzles, outdoor play, and projects.

## Structured Activity Areas

The following are examples of the kinds of activities provided in the program. Students are not required to do their homework in Prime Time unless the parent requests this from the site lead. The only exception to this guideline is if a student attends Prime Time on an AMI (Alternate Method of Instruction) Day. AMI work must be completed before the student may choose a structured activity area.

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

## Hours of Operation

Morning Session: 6:30 AM - School Begins

Afternoon Session: School Dismissal - 6:00 PM

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

## Enrollment Process

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

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

## Registration Fee

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

- 1) Regular Registration Fee - The regular registration fee is **\$35 per participant**.

- 2) A new registration fee is required for re-admittance once dropped from the program.
- 3) Families receiving state subsidies must pay the registration fee as the state does not cover the cost unless explicitly stated otherwise on the Eligibility Letter.
- 4) The enrolling adult is financially responsible for weekly fees and assuring they are paid on time.

## Program Fees

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

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

*Additional participants must be from the same household.*

- Full-Day Fee - The additional amount charged for full-day attendance is as follows:  
AM & PM Both - \$18 additional per day per participant  
AM or PM Only - \$20 per day per participant
- Extra Session Fee - If a regularly enrolled AM or PM participant needs service when not normally provided, the following additional amount is charged: \$15.
- Processing Fee - A 3.69% processing fee will be applied to all online payments. This fee is paid directly to Eleyo and is non-refundable.
- Late Pick-Up Fee - In the event of pick-up being later than 6:00 PM, the following additional amount is charged: **\$3 per minute per participant.**
- Late Payment Fee - Payment is expected the first day the program is open for service each week and is based on the total number of days the program is open for service during the week. If not present the first day of service, payment in full is due the first day of attendance. If payment is late, the following additional amount is charged: **\$5 per week per participant.**
- Lunch Fee for Full Day Service - Unless otherwise communicated by site staff or specified on the activity calendar, parents must provide a sack lunch and beverage for each day PT is available for full-day service. If one is forgotten and the program has to meet this need, a minimum fee of \$15.00 per participant will be charged to the family's account.
- Returned Check (NSF Fee) - In the event a check is received that must be returned due to insufficient funds in the account, the following additional amount is charged: \$33 per check.
- Fee Refunds - Program fees are non-refundable.
- Fee Transfer - Family account fund balances are transferable to another PT site.
- Fee Responsibility - **The enrolling parent is financially responsible for weekly fees and for assuring they are paid on time.**

## Payment Guidelines

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

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

accepted. Eleyo assesses a processing/transaction fee for online payments. A driver's license #, birth date, current phone #, and participant's name printed in the comment section are required on all checks.

- 5) Fees paid on location should be given to the site lead.
- 6) A \$5.00 late fee per participant will be applied each week on the 2nd day of attendance to accounts with an unpaid balance.
- 7) Service will be suspended if payment is overdue for the preceding week (temporarily ineligible).
- 8) Service will be terminated if late payment occurs more than three (3) times (exited from the program).
- 9) Fees, including advance payments, are non-refundable; however, family account funds are transferable to another PT site.
- 10) Vacation time is the only exception regarding weekly fees (i.e., a total of five parent discretionary days to be taken according to family need per regular school year). Written notice must be provided to the site lead at least one (1) week before using vacation time. Vacation time cannot be carried over into the subsequent Summer Journey term or the following school year.
- 11) A \$3.00 per minute fee per participant will be charged for pick-up after 6:00 PM. Three (3) late pick-up occurrences shall result in program exclusion.
- 12) An additional "full-day fee" (i.e., FDF) is charged when program hours are expanded due to district weather closure days, special teacher events, and/or break periods. On district weather closure days, the FDF is subject to attendance. Advance sign-up is required for scheduled full-day sessions. Once signed up, the FDF is non-refundable. If signed up and the participant does not attend, the FDF must still be paid. **Family accounts must be current to participate in full-day sessions.**
- 13) In the event a check is returned for insufficient funds, fee payment will be collected electronically, and a charge of \$30, or the maximum allowed by law, will be assessed by the district. The check writer is responsible for all costs associated with a referral to the district's collection agency, ECS (303-486-0840), as well as an additional \$15 amount charged separately by PT. If collection through ECS is unsuccessful, the matter may be forwarded to the Jackson County Prosecuting Attorney's office. Once an insufficient fund check is received, PT maintains the option to refuse any future checks and may require fee payment to be made by money order only. After three (3) returned checks, fee payment must be made solely by money order.
- 14) If different, fee amounts will be announced at a later date for any days that are added at the end of the school year due to inclement weather.
- 15) Tax information is provided to families as a courtesy from PT. Should an outstanding account balance occur, payment in full must be received before receiving tax paperwork.
- 16) Families readmitted to the program upon resolving a delinquent account may be dropped immediately if fee payment is not received by the required due date.
- 17) Parents are responsible for all fees that have accrued before dropping/withdrawing from the program. When an outstanding monetary balance exists, the family will be placed on the school's "Obligation List" (i.e., see School Obligation List on page 17).
- 18) **The enrolling parent is financially responsible for weekly fees and for paying them on time.**

As a result of being fee-supported, the PT program does not offer any subsidies or scholarships. Site leads should be contacted directly regarding the possibility of applying for fee assistance through a state agency. Families are responsible for all outstanding account balances until confirmation of approval has been received in writing from an appropriate state agency. Families are also responsible for any monetary difference between what the appropriate state agency provides and what is owed to the program weekly and for enrollment/registration purposes.

## State Childcare Assistance Payments -DSS

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

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

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

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

## Arrival & Departure

Arrival/Drop-Off: The parent/adult dropping off or picking up the child must park their vehicle and enter Prime Time doors to drop off or pick-up their student. A Greeter will be present to verify the identification of the adult and assist with checking in or out the student. If an adult refuses to follow the arrival/drop-off process, Prime Time will remove the student from the program.

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

If Prime Time requests that a child is picked up early from Prime Time due to an injury, sickness, or discipline incident, an adult is expected to respond promptly. If an adult does not respond to the request within an hour, the child will be removed from the program moving forward.

### Sign-In/Out:

- 1) In the event of an emergency, participants can only be picked up by individuals authorized on the enrollment form. Individuals authorized to assist must be 18 years of age or

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

## Late Pick-Up

Participants must be picked up by 6:00 PM. Late pick-up fees are not waived for emergencies.

Following are the general late pick-up guidelines:

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

## Drop/Withdrawal Process

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

## Full-Day Service

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

<u>Full-Day Session(s)</u>	<u>Sign-Up</u>
October 26, 27	September 28 - October 12
November 7	October 10 - October 24
December 21, 26-29	November 21 - December 7
January 2, 3	November 21 - December 7
February 6	January 9 - January 23
March 18-22	February 16 - March 1
April 1, 2	March 4 - March 18

## Closure Days

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

<u>Days</u>	<u>Holiday/Break Period</u>
August 16-21	Closed
September 4	Labor Day
November 22-24	Thanksgiving
December 22, 25	Christmas Break
January 1	New Year's Day
January 15	Martin Luther King, Jr. Day
February 19	Presidents' Day
March 29	Closed
May 27	Memorial Day

## Inclement Weather & Early Release Days

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

## Behavior Expectations and Discipline

Participant behaviors in Prime Time 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. No leaving Prime Time areas without permission or hiding from adults.
- 3) Use polite language with staff and peers: no profanity, discriminatory language, or putdowns.
- 4) Follow the directions the first time.
- 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 parent 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.

## **Bullying and the Olweus Bullying Prevention Program**

Bullying is prohibited in our schools. An administrator will investigate and respond to all reports of bullying made. A victim, bystander, or parent may make a report of bullying. Any reports made to the classroom teacher or a staff member will be referred to the building administrator for further investigation.

BSSD's definition of bullying aligns with Missouri State Statute 160.775: A person is bullied when they are exposed, repeatedly and over time, to unwanted intimidating, aggressive, or harassing behavior that would cause a reasonable student to fear for their property or safety, or which behavior substantially disrupts the educational environment.

The Olweus Program is a bullying prevention program that teaches how to define a bullying situation, report a bullying situation, and respond to a bullying report. Students learn the 4 important rules of bullying prevention in the Olweus Program:

- 1.) We will not bully others.
- 2.) We will try to help students who are bullied.
- 3.) We will try to include students who are left out.

4.) If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

## **Safe Schools Act**

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

## **Program Publicity**

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

## **Medication/Health Procedures**

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

Upon appropriate delivery, medications in pill form will be counted by the site lead in the presence of the parent to verify the quantity received.

## **Sickness/Accident Procedures**

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**).

- 1) *Fever over 100.4 degrees* - must remain at home until 24 hours fever-free without fever-reducing medications such as Tylenol or Ibuprofen.
- 2) *Vomiting* - must remain at home until 24 hours have passed since the individual has last vomited
- 3) *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
- 4) *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
- 5) *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.

- 6) *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
- 7) *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
- 8) *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 parents will be notified by the site lead. **Prime Time employees are required to maintain first aid and CPR certification.**
- 2) In case of illness, head injury, or a more serious accident, parents will be contacted immediately. A parent will be required to pick up their child if a head injury has occurred to allow the adult of the child to respond with proper medical attention as they deem appropriate.
- 3) In serious cases when prompt attention to the child is deemed necessary, 911 and the parents will be called, and emergency personnel will determine if transportation to a hospital should occur.
- 4) Please note that district health aides and RNs are not on-site during Prime Time hours.
- 5) Prime Time will always make student safety their top priority and will only respond to minor first aid needs before calling a parent and/or 911.

### **Safety & Emergencies**

- Staff/Participant Ratios: Close supervision is provided with program staff maintaining a target ratio of 1:12 for age 5 participants and 1:15 for ages 6 and above. Staffing ratios voluntarily meet the guidelines and licensing standards prescribed by the Missouri Department of Health, Missouri School Age Community Coalition, and the National After-School Alliance. PT strives to assure that group- sizes do not exceed 30 participants in one activity/detour area at a given time.
- Staff Communication: Participants transition between detour/activity areas without an accompanying staff member. To facilitate this process, staff communicate by walkie-talkie that movement has occurred (e.g., go from the Multi-Purpose Room to the Library Media Center). The staff has immediate access to working land-line telephone in case of emergency.
- Emergencies: The program has immediate access to a working telephone in case of an emergency. In the event of a serious emergency (e.g., building intruder during non-school hours, life-threatening accident), 911 will be called. If the emergency is health-related, an attempt will be made to immediately contact the parent.
- Relocation/Early Closure: In the case of an emergency, the district's Central Office may move a respective program site to an alternate location or close early. Parents will be notified immediately by phone whenever an emergency re-location or closure occurs.
- Drills: Fire, disaster, and crisis drills are held throughout the year. Emergency procedures are posted in all PT activity/detour areas.

- **Reporting Abuse:** Staff is required by law to report all cases involving suspected abuse or a potentially dangerous home situation (e.g., parent who appears impaired by drugs/alcohol).
- **Playground Safety:** A safety checklist from the National Program for Playground Safety is used to help ensure outdoor activity areas and equipment are safe and in good working order. A copy of the safety checklist is available for viewing through the site lead.

## **Personal Belongings/Toys**

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

## **Field Trips**

Field trips are occasionally conducted during full-day sessions with written notice being provided to parents before each event. **Participants are to wear a program-provided, site-specific t-shirt while attending field trips.** Arrival without a program T-shirt may result in one being provided and the family account being charged \$7.50. The district's Transportation Department or an approved vendor will be used when busses are needed. In addition to bussed activities, walking field trips may also occur. Every effort will be made to return from field trips as indicated on the advertised schedule, however, there are times that circumstance`es beyond the program's control may cause a delay.

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

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

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

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

On regular school days, the district's Nutritional Services Department (NSD) provides breakfast in the morning and a snack in the afternoon (i.e., meets minimum state licensing and national guidelines). To participate, a separate fee from the weekly Prime Time amount is required paid to the NSD. The same options apply for payment to the NSD as for Prime Time (i.e., see # 13 under "Payment Guidelines" on page 10). Participants may qualify for assistance with food and beverage costs through the USDA Free and Reduced Meal program. The NSD should be contacted for further information at 874-3200. Copies of the breakfast and snack calendar can be obtained from the site lead. Unless

otherwise communicated by the site lead, parent-provided food (e.g., AM snack/breakfast if not eaten at home, lunch, PM snack) and a beverage are required for all full-day sessions (i.e., will not be provided by program personnel).

## **Vacation Time**

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

## **School Obligation List**

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

## **Facility Maintenance**

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

## **Family/Staff Communication**

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