



PARENT HANDBOOK

Browns Point 253-600-7844

Crescent Heights 253-208-6981

Lowell 253-314-3538

NE Tacoma 253-266-3905

www.primetimeextendedlearningcenter.com

Raney Dhillon-Director (Administration)

pt@primetimeextendedlearningcenter.com 253-678-9020

Gemma Stephani-Director (Operations)

primetime.tacoma@yahoo.com 206-354-7561

Mailing address 1911 North Mullen Street, Tacoma, Washington 98406

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

About Our Program

Prime Time is a state-licensed School Age Childcare Center offering children ages 5-12 years old a safe, nurturing environment during the before and after school hours. For over 42 years, Prime Time has maintained the highest standards for staffing, and extended learning programming at the lowest possible cost to the families we serve.

Mission Statement

The mission of Prime Time is to provide an enriching before and after school program where children feel safe, respected, included, valued, and engaged in meaningful experiences. We are an Inclusive program, and welcome families of diverse backgrounds, abilities, and beliefs. Prime Time is committed to providing affordable care and offers and tuition waivers to qualifying families.

Value Statement

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

Hours of Operation

Monday –Friday, September through June (school year calendar)

AM 7:15-9:00

Wednesday AM 7:15-10

PM 3:30-6:00

Early Release PM 12:15-5:30

Admissions

Prime Time accepts children ages 5-12 years of age who are enrolled in Tacoma Public Schools. The following forms must be filled out and returned to Prime Time before a child is accepted.

- Registration Form for the current school year
- Policy Agreement
- Certificate of Immunization Status
- Bank Authorization Form

For new applicants, preference is given to full-time enrollees.

Non-Discrimination Statement

“The U.S. Department of Agriculture prohibits discrimination against its customer, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested on the form. Send your completed complaint form or letter to us by mail at U.S.

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Department of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., S. W., Washington, D.C. 20250-9420, by fax (202) 690-7442 or email at program.intake@usda.gov Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339; or (800)845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

Arrival & Departure

Washington State Law requires parents or others designated by parents who **are 16 years old or older** to sign the attendance register when bringing children to the center and when picking them up. You will need to sign the “Sign In/Out” page, or use the device for electronic attendance, using your legal signature and current time. Our staff will sign out students when they leave for school and sign-in students when they are picked up from school. ***It is not possible for children to sign themselves in or out of the center. Please make sure an authorized staff member is available to supervise the center before ever leaving your child.***

Parental Access and Visitation

Prime Time allows parents access to all licensed spaces at their site. Parents are not allowed to approach children other than their own and will be asked to leave if this is violated. Under no circumstances should a parent approach another child who is not their own and administers threats, and or disciplinary action or cause harm. The proper authorities will be notified of any parent/adult who does not comply with this policy.

Children are only released to adults that you have authorized on the registration form, unless we are given **written** permission to release your child to another adult. You must inform us as soon as possible when someone else is picking up your child. The person picking up and signing out your child must present a **valid ID** before the child is released. For the safety of your child, we will not release a child to anyone who appears to be under the influence of drugs and/or alcohol but will assist in making other arrangements for transportation home.

School Vacations

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

Prime Time is closed on the following holidays:

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

Emergency Closures

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

Clothing

Children should come dressed in clothing that is comfortable and suitable for active play indoors and outdoors. Children will spend part of everyday outside, except in cases of severe weather. They should have appropriate outerwear that will keep them warm and dry, as well as a hat, and gloves.

Typical Daily Schedule-this schedule is adjusted depending on your school start time and finish time

Morning Program (AM)

7:15 Prime Time Opens
7:15-7:45 Free Choice
7:45 Breakfast snack
8:00 Community Circle (Warm Welcome, Emotion Check in, Group Activity)
8:40 Mindfulness
8:45 Line up for school
8:55 Dismissed to school

Afternoon Program (PM)

3:30 Students check in/Pick up
3:35 Community Circle (Warm Welcome, Mindfulness, Emotion Check)
3:45 Snack and SEL Spotlight
4:15 Free Choice
5:00 Homework Club
5:30 Free Choice
6:00 Prime Time closes

Morning activities may include group games, enrichment or extended free play.
Prime Time is committed to providing each child with at least 30 minutes of outside time, weather permitting, every day.

Homework Club

Prime Time offers Homework Club Monday through Thursday for 30 minutes at 5:00 pm. Staff are available to assist students with their homework. Students will complete homework then choose from a variety of educational activities that are self-directed such as reading.

Meals

Prime Time provides a light breakfast snack, and healthy afternoon snack provided by Tacoma Public Schools. Students are also welcome to bring a snack from home. In the event of food allergies, a substitute snack may be brought from home. Students will supply a home lunch on Non-School days or school breaks when Prime Time is open for full days. Please do not pack soda pop, candy, gum or other high sugar items in your child's lunch. All meals at Prime Time should meet the Child and Adult Care Food Program guidelines and Prime Time will supplement components that are missing from meals brought from home.

Absences

If your child will not attend Prime Time on a scheduled day, **call or text your PT Site by 3:00 PM** to let us know. Advance notice may be given in writing via text or email, or phone call to your PT Site. You may also use the parent log at the sign in station. This lets us know not to pick up your student from school and allows us to plan appropriately. Prime Time may charge a **\$20 non-notification fee** if a student is scheduled to come, does not check in after school, and no phone call or text was received.

Registration

Yearly registration is required of all new and returning children. Forms may be accessed at primetimeextendedlearningcenter.com.

New Children: Please complete the registration form, parent handbook acceptance page, immunization form, and Automatic Cash Handling form for tuition. All spaces on each form must be complete.

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100Remember to submit your forms once complete. In the case of a student with a lifelong health issue, parents are required to submit an Individual Care Plan and Medical Authorization form when prescription medications are to be provided such as inhalers and Epi Pens. These must be signed by the Health Provider. Parents are responsible for notifying Prime Time of any changes to their forms once submitted.

A Deposit must be received to complete the enrollment process. This is paid when registering for an upcoming year. No deposit is required once school starts. Registration forms are kept locked when not in use by site staff and in our corporate office. All information collected from parents will be kept confidential with legal access provided to parents or guardians except when legally blocked, DCYF, Prime Time staff who need information, and Law Enforcement. Registration processing time is 1-2 weeks.

Fee Schedule

	<u>First Child</u>	<u>Additional Children</u>
Non-Refundable		
Deposit	\$50	\$50 up to \$100 per family
Full-Time AM/PM	\$575	\$517.50
AM Only	\$350	
PM Only	\$375	
Non-School Days	\$50	
Add Ons (AM or PM)	\$30	
Early Release	\$45	
Late Fee	\$25	
NSF Fee	\$25	

Prime Time offers a discount to families who are currently serving in the military, employees of Tacoma Public Schools, income-based Tuition Waivers and accepts State Child Care Subsidy. Please notify the enrollment office if any of these apply to your family. Parents who receive State Child Care Subsidy must report the SSPS # for their site to activate their account with Prime Time.

Browns Point 640468 Crescent Heights 640457 Lowell 640415 NE 640478

Discounts for Military (10%) and TPS Employees (15%) are applicable on Full-Time, AM Only, and PM Only plans. It is not applicable on Non-School days, School Breaks, Add Ons or Early Release tuition and siblings discount do not apply.

Prime Time's basic monthly fee is based on the 178-day school year calendar and averaged across the ten months of operation. Although November, December, April and June are partial months, **fees will not be prorated for these months.**

On Non-school days that are not Holidays, Prime Time will remain open for an additional fee. The fee for all day is **\$50 per child. There are no discounts offered for this day except State Subsidy and Tuition Waivers.**

On early release days, Prime Time will pick up students who sign up at 12:15 pm. For Full-Time and PM families there is no additional fee. AM families will need to pay the additional fee. **The cost for early release is \$45 a day.**

Payment Due Date and Late Fees

Base tuition is collected via Automatic Cash Handling on the 1st of every month. In the event the 1st falls on a weekend, tuition will be collected on the following Monday. You will receive an invoice for base tuition and any additional tuition you accrue one week prior to the end of the month. **Fees are due and need to be received by the 1st of the month. A late fee of \$25 will be added to your current tuition for payments received after the 5th of the month.** Failure to bring your account current by the 10th of the month will result in removing your child from our attendance until past due tuition is paid in full. June tuition is due on the first of the month, considered late if not paid by the 5th and students will be removed from attendance on the Monday following the 5th of the month if tuition is not received.

If you have trouble paying on time, please discuss this with the director as soon as possible so a reasonable arrangement can be made.

NSF

There will be a \$25 NSF fee if your tuition payment is returned by the bank as non-payable.

Late Pick up Fees

Parents who are unable to pick up their child by closing time will be charged a late pick-up fee of \$1 a minute. Please call the center to let us know you are on your way. If a pattern of late pickups develops, it may be grounds to end the child's placement with Prime Time and Child Protective Services may be notified.

Change Plan and Withdrawal Policy

As a courtesy to Prime Time, we ask that you notify us by the 15th of the current month with program changes or withdrawal requests to occur in the following month. Changes in plans or withdrawal without the 2-week notice may result in being charged the following month's tuition. Prime Time does not make enrollment changes in the months of May and June. Prime Time allows 1 enrollment change per school year. If a student is withdrawn from the program, and is re-registered during the same year, there will be a non-refundable administration fee of \$100.

Time off: Prime Time does not allow for taking time off. The Change Plan or Withdrawal Policy is activated, and students will be allowed to come back when and if space is available after re-registering and paying the non-refundable administrative fee of \$100. Space cannot be held or guaranteed.

Best Practices

Prime Time follows the State mandated coverage of 1 adult for every 15 children.

Prime Time does not celebrate any religious Holidays out of respect for our families and their beliefs.

Prime Time does however embrace diversity in our programming through a variety of materials, teaching strategies, and choices, keeping in mind the many different abilities and strengths of our participants.

Prime Time respect and embraces all people and their beliefs and focus' on an equitable learning environment that promotes success for all regardless of race, ethnicity, religious beliefs, socio-economic standing, background, sexual orientation or other aspects that make us all unique and different.

Health Policy

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

- A Parent, not a child, must physically give medication to staff.
- Department of Health "Medication Authorization Form" must be complete and signed by parent/guardian and or medical provider.
- Labels with directions and prescriptions must be intact and match directions given by parent/guardian.
- Medication will be stored in a location inaccessible to children and a record will be kept on administration.

Prime Time must have a complete **Individual Care Plan** for all children with special needs and a long-term health diagnosis. This includes but is not limited to being autistic, ADHD, allergies, deaf or blind, and any other condition that requires specialized care and accommodation. This form may be found on the website under other forms.

Children who have not received all immunizations appropriate for their age will be accepted with a

The Prime Time staff will monitor all children daily for signs of illness. **Children should never be taken to the center when they are ill.** This endangers the health of other children and staff members. If your

child becomes ill, parents will be notified and asked to pick up the child as soon as possible. The child will be kept comfortable and be isolated from the other children until the parent arrives.

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

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

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

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

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

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

Discipline Policy

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

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

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

Guidelines of Discipline:

- Child is encouraged to use words to solve problems. When children don't know how to begin, adults will utilize the situation as a teaching moment to explicitly demonstrate negotiation skills.
- Redirecting children to a new activity.

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- Child is removed from the playgroup to regain composure and think about more appropriate behavior. The child may rejoin the group when they are ready to choose more appropriate behavior.
- Think sheets, and Individual daily plans are sometimes utilized to encourage behavior management.
- Parent/Guardian(s) are encouraged to observe and share ideas.
- A conference with parent/guardian(s) may be requested to work as a team and enlist intervention.
- Students who continuously put others at risk may be terminated from Prime Time. We are required by law to ensure the safety of all children. We may terminate participation when repeated interventions fail to elicit the desired behavior. When a threat to staff or other children is judged extreme such as bodily harm to self and or others, the center must immediately remove the child. In those cases, the law requires we remove the child first and evaluate the circumstances afterward. Parents will be notified via phone immediately should a child be terminated and need to be removed from programming.
Prime Time will utilize redirection, individual daily plans, think sheets, accommodations, and parent conferencing before terminating participation.
Parents will be directed towards school specialists and staff to seek resources to support their child.

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

Prime Time staff are not trained in Restraint and therefore will not use this practice.

Emergency Preparedness

When an emergency presents itself, a whistle will be used to alert staff and students.

- 1 long whistles-Lock Down
- 2 long whistles-Fire
- 3 long whistles-Earth Quake

The party who detects the emergency will notify the Site Director. The Site Director will sound the whistle, call 911 to report the emergency, and retrieve the cell phone, backpack with emergency contact book and student medications, attendance, sign in/out document, and parent binder. They will proceed with the appropriate emergency practice along with other staff and students.

Fire: Fire drills are conducted every month when occupied

- Staff will direct students to line up and prepare to exit the building
- Students will have practiced fire drills and know where to line up as designated for the room they are in and stay calm, quiet and alert, they are not to get jackets or backpacks.
- Staff do a sweep of their assigned area to make sure no children are left behind. Remember to check both the boys' and girls' bathrooms.
- Staff will exit the building and head to the meeting area (follow routes as designated on map in the Room Basket or posted near the exit door).
- Continue with Evacuation Procedures

Earthquake: Earthquake drills are conducted every quarter while occupied.

- Staff will assist students and perform the “Duck and Cover” protocol: Everyone should be under a table or in a doorway. Get in a ball position and protect your head by putting hands over the back of necks. Stay in this position until the Director/Site Director gives all clear.
- The building will be evacuated using the same procedure we use in a fire drill-see Fire and Follow Evacuation Procedures.
- Staff and students may re-enter the building upon approval of emergency professionals and or the Director/Site Supervisor.
- If you are outside during an earthquake, move away from the building and power lines with students, and head to the meeting area as in fire drill.

Evacuation Procedures:

- Meeting Areas are as follows per site.
 - Browns Point: Onsite far North corner of the field/Offsite-parking lot of old Browns Point Elementary school.
 - Crescent Heights: Onsite Northeast corner of parking lot/Offsite- Meeker Middle School parking lot by entrance to school.
 - Lowell: Onsite Northwestern corner of playfield/Offsite In front of the new Skyline Elementary School on N. Vassault Street.
 - NE Tacoma: Southeastern corner, off 29th Street, of playground/Offsite Life Christian parking lot at 5315 29th St. NE.
- A headcount and individual role call is done to match the daily attendance and notify the Site Director of missing people.
- If someone is missing, stay at the meeting spot and wait for them to join you. The Site Director will notify emergency professionals upon arrival of any missing children or staff.
- The Site Director will notify other programs in the building of the emergency as well as the building staff and Directors.
- The Site Director will call parents to pick up their children if the emergency will not allow them to enter the building and at the end of said emergency. Staff should seek shelter and wait with students until they are all reunited with their parents.
- The Site Director will document emergencies including date, time, duration, staff and students present, and any circumstances.
- An adult staff will wait to brief the emergency staff of the incident and report any children or

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adults that may still be in the building.

- Children who are unable to evacuate on their own will be assisted by staff by means of being carried.

For any other emergency such as building becoming unsafe due to weather, flooding, bomb threat, or power outages:

- **Staff will follow Fire Drill and Evacuation Procedures**
- Should building evacuation occur and we are unable to re-enter the school building, Prime Time will take all children accounted for to the designated meeting site for your School Site, see above. Parents will be contacted via phone and should come immediately to pick up their child or children. Children will be held at this meeting location until parents or another adult approved for pick up comes to pick up the child. In the event of an Emergency of this kind, please call 253-314-4760 for up-to-date information on picking up your child.

Lock Down: When an intruder is trying to enter the building or is currently in the building, a student, parent or unknow individual threatens to harm someone in the program, or we have been notified by the police or other programs in the building that there is a potential for an aggressor in the area looking for a place to hide. **Lockdown drills are conducted quarterly.**

- Staff and students will be notified by the Site Director by 1 long whistle blow.
- Staff will gather all students, backpack, attendance, and medication and move to and remain in the designated area until the Site Director gives all clear.
- Staff will close all windows and blinds and lock the entry door while keeping students from talking and away from the windows. They will also provide quiet activities such as reading, doing homework or having a snack. There should be no noise during the lockdown.
- A headcount is done to match the daily attendance; staff perform individual role call and notify the Site Director of any missing students or staff. Missing students will be reported to the police upon their arrival.
- The Site Director will notify the police, Directors, building staff and other programs in the building that may be affected.
- The Site Director will call families with students still at Prime Time to notify them that there is a lockdown happening and not to come to Prime Time until notified of an ALL Clear.
- The Site Director will call families when given ALL Clear by the authorities.
- The Site Director will document the lockdown including date, time, duration, students and staff present, and all procedures taken, and all communications to and from others surrounding the situation.

Prime Time extended Learning Center will take all measures to insure we maintain a staff to student ratio of 1:15 during an emergency. Should the emergency require Prime Time adjust this practice, children will be directed to appropriate activities that provide ample supervision.

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Parents are advised to call their site in the event they have been notified of an emergency.

Please visit primetimeextendedlearningcenter.com for information regarding your site's emergency preparedness plan and our comprehensive health policy. Should building evacuation occur, and we are unable to re-enter the school building, a meeting location will be determined near the school site and parents will be contacted via phone of the location. Children will be held at this meeting location until parents or another adult approved for pick up comes to pick up the child. In the case of an Emergency that requires evacuating the school building, such as a lockdown, power outage, flooding in the building or natural disaster, please call 253-314-4760 for up-to-date information on picking up your child.

Child Abuse

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

Smoking, vaping, use of alcohol or other illegal drugs

As with TPS guidelines and State code, no smoking or vaping of any type of tobacco product, consuming alcohol or any illegal drug is allowed while on school property and at Prime Time Extended Learning Center. Parents will be asked to leave immediately if they are found in violation of this policy. Parents who show up presenting themselves as inebriated will be encouraged to find an alternative form of transportation to take their child home. In the event they do not, Prime Time Extended Learning Center will call and report the incident to the police, the Department of Youth, Children and Families and Child Protective Services.

Parent Binder

All Prime Time sites have a parent binder specific to their sites. You may find information such as liability insurance, emergency preparedness plan, health policy, menus, emergency drill records in these binders. Please ask your Site Director if the information you seek is not available in the Parent Binder or email primetime.tacoma@yahoo.com.

Photographing

Staff and administration occasionally photograph or video record students for learning and promotional purposes. Prime Time will only photograph children with permission given by a parent/guardian on the signature page of this handbook. Prime Time does not use photographs or video for social media with children visible and identifiable.

Expulsion Policy

Enrollment may be terminated if a child or parent/adult does not follow the Prime Time policies as outlined in this handbook. If a child, parent or adult poses any threat or harm to others in the program, by action or behavior, or fails to pay tuition, their enrollment will be terminated, and they will no longer be allowed to participate in Prime Time Extended Learning Center. They will be notified by email of such termination. All terminations are effective immediately.

Prime Time Parent Handbook Signature Page

I have read and agree with all policies and information in the Prime Time Extended Learning Center Parent Handbook.

Prime Time has permission to photograph/video my child/family and use material in print and electronically for promotional material and training purposes: ____yes ____no

I authorize Prime Time to provide care for my child. In the event my child is injured or becomes seriously ill and I cannot be reached, I authorize the Prime Time staff to give and seek medical attention and I authorize all hospitalization, medical, dental and/or surgical treatment deemed advisable by the circumstances. ____yes, ____no

Printed Name (first and last)

Signature

Date

NOTE: This form is required by State Law to complete the enrollment process.
It may be found under registration and submitted via the website at primetimeextendedlearningcenter.com.