



## PARENT HANDBOOK

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

### **Non-Discrimination Statement**

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

any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., S. W., Washington, D.C. 20250-9420, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto: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**

Parents and guardians will not go beyond the sign in/check in area when visiting the center. Parents and guardians are allowed to visit and pick up your child, except when access is restricted through a current legal restraining order or at the request of the Director. Children are only released to adults that you have authorized on the registration form, unless we are given **written** permission to release your child to another adult. You must inform us as soon as possible when someone else is picking up your child. The person picking up and signing out your child must present a **valid ID** before the child 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.

### **Transportation**

In the event of a field trip, Prime Time will walk or utilize public transportation.

### **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 and some of Winter Break.

### **Emergency Closures**

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

### **Clothing**

Children should come dressed in clothing that is comfortable and suitable for active play indoors and outdoors. Children will spend part of 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**

### **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

For schools that are on a new start and end schedule, this schedule will be modified to accommodate those times.

Morning group 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. Thank you.

### **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 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.

## **Fee Schedule**

	<u>First Child</u>	<u>Additional Children</u>
Non-Refundable		
Deposit	\$50	\$50 up to \$100 per family
Full-Time AM/PM	\$550	\$500
AM Only	\$325	\$325
PM Only	\$350	\$350
Non-School days	\$50	\$50
Add Ons (AM or PM)	\$30	\$30
Early Release	\$45	\$45

Prime Time offers a discount to families who are currently serving in the military, employees of Tacoma Public Schools, and income-based Tuition Waivers. (See Director for Tuition Waiver application). Prime Time also accepts State Subsidy. Parents who receive subsidy will be given the SSPS # for their site and report this to DCYF to activate the account with our center.

Sibling 10%

Military 10%

TPS Employees 15%

Tuition Waivers 25-100%

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

**Parents who do not live in the same home** will each submit a bank authorization form and pay their portion of the tuition as set forward in their parenting plan directly to Prime Time. Military, TPS, and tuition waiver discounts are treated individually and only available to the parent applying.

**On Non-school days**, if there are at least 20 students signed up and prepaid, and it is approved by the Principal, Prime Time will remain open for an additional fee. The fee for all day is **\$50 a day per child, and a field trip fee if applicable. 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 are signed up at 12:15 pm. For Full-Time and PM families there is no additional fee. AM families will need to pay the additional fee. **Additional children are \$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 1<sup>st</sup> 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 1st.** If you have trouble paying on time, please discuss this with the director as soon as possible so a reasonable arrangement can be made.

## **Late Pick up Fees**

Parents who are unable to pick up their child by closing 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**

(Updated May 2024)

As a courtesy to Prime Time, we ask that you notify us **2 weeks** prior to a program change or withdrawal. Changes in plans or withdrawal without the 2 weeks' notice will be subject to a fine of \$200.00.

**Time off:** Parents must give the Director **2 weeks'** notice in writing when taking time off. If notice is not given, the parent will be subject to current tuition rates or the center's withdrawal policy fee of \$200. Students will be allowed to come back when and if a space is available. Space cannot be held or guaranteed.

### **Health Policy**

**Medication**-State licensing requirements do not permit childcare agencies to administer medications or treatments without the written directions from a physician and written consent of a parent. The Prime Time staff will not administer any over-the-counter medications. 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 locked box and a record will be kept on administration.

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

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

The Prime Time staff will monitor all children daily for signs of illness. **Children should never be brought to the center when they are ill.** This endangers the health 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 a potential of contact with blood or other body fluids.
4. Staff cleanses all surfaces exposed to bodily fluids with a 10% bleach solution or an EPA registered germicide.
5. Staff discard all materials used, including disposable gloves, into a plastic bag, seals the bag and disposes 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 believes in the inherent goodness of children. In our center, we treat discipline as a learning opportunity. As all parents know, a child's discipline begins long before any specific act. Discipline must contain five components:

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

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

#### **Guidelines of Discipline:**

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

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

Prime Time will only use restraint as a last resort and for only as long as necessary when a child exhibits a safety risk to themselves or others.

### **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.

(Updated May 2024)



