



2015-2016

Parent/Guardian Handbook

San Diego Unified School District
Extended Learning Opportunities Department
2441 Cardinal Lane, Bldg. A
San Diego, CA 92123

INTRODUCTION

Welcome to “*The Cool School Zone*” San Diego Unified School District’s PrimeTime Extended Day Program. PrimeTime offers elementary and middle school age students with an exciting and engaging learning environment before and/or after school. Parents/Guardians can feel comfortable knowing their children are participating in academic and enrichment activities, while interacting with peers in a physically and emotionally safe environment. PrimeTime services are available at no cost to participating families.

This handbook is a comprehensive guide to understanding the policies and procedures of PrimeTime. Please read it carefully, and keep it handy for future reference throughout the year. As a parent or guardian of a child enrolled in PrimeTime, we value your involvement. Any contributions of your ideas, time, talents and/or materials are not required, but greatly appreciated.

To keep you informed, monthly newsletters and calendars of activities and events are distributed and posted on the PrimeTime Parent/Guardian Information Board. If you have any questions, please feel free to ask the PrimeTime program leader.

PROGRAM DESCRIPTION

PrimeTime is designed and operated by experts in child development, education, and youth leadership. A program leader, credentialed teachers, and program activity leaders are staffed at every site. Staff members work closely with the school staff, classroom teachers, and the school principal.

PrimeTime is operated by individual schools or community partners. PrimeTime maintains involvement with community organizations, public agencies, and volunteers to provide each school with a broad spectrum of resources.

PrimeTime is designed to create an enthusiasm for learning and building skills in the areas of reading, mathematics, writing, speech and science. Activities are fun, challenging, and developmentally appropriate for program participants. PrimeTime

is located in classrooms, computer labs, multi-purpose rooms and auditoriums on school campuses where the children feel safe and comfortable.

STUDENT PARTICIPATION (ENROLLMENT)

PrimeTime Student Participation Forms must be completed and signed by a parent/guardian prior to students participating in PrimeTime. It is the parent/guardian's responsibility to keep all pertinent information current, failure to do so may result in disenrollment.

STUDENT/STAFF RATIO

The student to staff ratio is 15 to 1 at elementary and K-8 schools and 20 to 1 at middle schools.

PROGRAM HOURS

PrimeTime operates every regular school day. Please see the program leader for specific information regarding the school's schedule, and to obtain a calendar of holidays, minimum days, and school closures. PrimeTime does not operate on non-school days.

- PrimeTime is available before school hours at most, but not all schools and program start times vary among schools. Before school programs operate for a minimum of 90 minutes.
- All PrimeTime locations offer after school programs beginning after school is dismissed until at least 6:00 P.M. each day and for a minimum of 15 hours per week.

ACADEMIC SUPPORT AND ENRICHMENT ACTIVITIES

Academic support is provided to promote enthusiasm for learning and building skills in the areas of reading, math, writing, speech, and science. School principals work closely with community partners and program leaders to identify credentialed teachers and to ensure that activities complement the regular school day curriculum. This is key to providing a comprehensive learning experience for every student.

Although program staff may provide homework assistance daily, family members are encouraged to check their child's homework for completeness and accuracy as they may not have time to complete homework.

Students participate in a variety of structured enrichment activities with their friends and peers including STEAM (science, technology, engineering, arts, mathematics), musical instruments, dance, writing and performing plays, athletics, and educational and cooperative games.

NUTRITIONAL SNACK/MEAL*

Students are served a free afternoon snack or meal. If your child has any dietary restrictions or allergies please complete the Medical Statement to Request Special Meals and/or Accommodations available from the PrimeTime Program Leader. All requests must be based on a medical necessity and will be reviewed by the district's menu systems development dietitian.

ATTENDANCE POLICIES AND PROCEDURES

In accordance with the California Education Code Section 8483(a) (1) that provides funding for PrimeTime, students are expected to attend the before and/or after school program every day for the full range of hours offered. Students who do not attend daily for the full range of program hours may be subject to disenrollment. Priority is given to those students who attend the program daily.

BEFORE SCHOOL PROGRAM POLICY

Students participating in the before school program must be signed in by a parent/guardian, with the exception of those students who normally walk or ride the bus to school. Students are expected to attend the program every day for the full range of hours offered except when arriving late in accordance with the Before School Late Arrival Policy. All students attending the before school program must have a completed **Before School Late Arrival Form** on file.

Students who do not attend the before school program daily, for a minimum of 50% of program hours each day, may be subject to disenrollment. Priority is given to those

students who attend the program daily.

Before school program late arrival is permissible for reasons such as:

- Parallel Program (such as tutoring, sports, etc.)
- Medical appointments / Emergencies
- Illness
- Family emergencies / Family Obligations
- Weather conditions
- Transportation

AFTER SCHOOL PROGRAM POLICY

It is the parent/guardian's responsibility to notify the program leader if their child will be absent. If the child is scheduled to attend and does not report to the program, the program staff will make every effort to verify the absence with the school staff and/or contact the parent/guardian.

Students participating in the after school program must be signed out by a parent/guardian or authorized adult, with the exception of those students who normally walk or ride the bus home. Students are expected to attend the program every day for the full range of hours offered except when leaving early in accordance with the After School Early Release Policy. All students attending the after school program must have a completed **After School Early Release Form** on file.

Students who do not attend the after school program daily, for a minimum of 50% of program hours each day, may be subject to disenrollment. Priority is given to students who attend the program daily.

A child may be released early from the PrimeTime after school program prior to the end of the program time for reasons such as:

- Parallel Program (such as tutoring, sports, etc.)
- Medical appointments / Emergencies
- Illness
- Family emergencies / Family Obligations

- Weather conditions
- Transportation
- Student walking home may be dismissed from program 30 minutes before dark.

STUDENT RELEASE AUTHORIZATION

If someone other than the child's custodial parent(s) or legal guardian(s) will be picking up the child from the program, prior written authorization must be given and the person will be required to show photo ID. The custodial parent(s) or legal guardian(s) are the only persons who can authorize the PrimeTime staff to release the child to another individual.

LATE PICK UP POLICY

It is imperative that children are picked up promptly when PrimeTime ends each day. Emergency contacts will be called for any child who is not picked up by the end of program hours. If PrimeTime staff is unable to contact an authorized adult, children left at the site after closing time, without notification, will be considered to be abandoned. If this occurs, school police may be contacted to take custody of the child. If a child is habitually left after the end of PrimeTime, the child may be suspended or disenrolled from the program.

POSITIVE BEHAVIOR MANAGEMENT

PrimeTime uses positive reinforcement and developmentally appropriate guidance techniques and consequences to encourage appropriate behavior. Parents/Guardians will be provided with a student discipline policy.

Students are expected to follow school and program rules and the following respect rules:

- Respect yourself
- Respect others
- Respect materials

- Take responsibility for your actions

Not following program rules may result in your child being disenrolled from the program.

Please note PrimeTime operates with an established supervision ratio. Students are expected to comply with program health and safety standards. If a child's actions endanger the health and safety of himself or herself, another student, or staff member they may be disenrolled from the program.

ILLNESS

If a child becomes ill during PrimeTime and cannot participate in the normal daily routine, the program leader will notify a parent/guardian or emergency contact to pick up the child.

Please keep your child at home if experiencing a fever, cold with heavy nasal discharge, persistent cough, a contagious disease, or any symptoms such as: sore throat or vomiting.

MEDICATIONS

In the event that medication needs to be administered to a child while attending PrimeTime, a parent/legal guardian and physician must complete the **Authorization to Administer Medication Form** (requiring physician's signature). This form is available from the program leader. PrimeTime staff does not have access to the school health office or student medications prescribed for use during the regular school day. Medication must be presented to PrimeTime staff in its original container, labeled with physician's name, phone number, prescription expiration date, prescription directions, and pharmacy contact.

PrimeTime School Nurses are available for consultation during PrimeTime hours.

INJURY

Mild scrapes or "Ouches" will be reported to a parent/guardian by way of an "Ouch Report". Staff will use standard first aid and universal precautions when treating scrapes or falls. An Injury Report will be completed for more serious injuries and will be placed on file with PrimeTime with a copy to the principal and San Diego Unified School District's Extended Learning Opportunities Department.

When a serious accident or injury occurs, the program leader will attempt to notify parents/guardians and emergency contacts. A more serious accident / injury may require:

- 911 notification (paramedics)
- Emergency room visit via ambulance-accompanied by PrimeTime staff
- Follow-up care by a doctor/dentist

All emergency numbers must be kept current in order to assure that a parent/guardian can be reached whenever necessary. Parents/guardians are responsible for all costs incurred in the provision of emergency medical treatment for their child.

CHILD ABUSE/NEGLECT

The State of California considers all PrimeTime staff "Mandated Reporters" of child abuse or neglect. This requires the staff to report any and all cases of suspected child abuse. If abuse/neglect is suspected the proper authorities will be contacted and an incident report will be filed. All staff members are trained in child abuse awareness. It is helpful to advise staff regarding accidental injuries that have occurred at home.

INCLUSION OF SPECIAL NEEDS STUDENTS

PrimeTime recognizes and supports the rights of special needs students to participate alongside their peers. All PrimeTime programs are open to such inclusion, so long as the student is selected for enrollment based on the criteria set forth for all families, follows established program rules, and the family abides by all program policies. PrimeTime will provide reasonable accommodations for students with special needs.

RIGHTS/PRIVILEGES

All participants, students, staff and parents/guardians, are entitled to the following rights and privileges:

- To be accorded dignity
- To be accorded a safe and healthy environment
- To be accorded an environment free from the following: corporal punishment, humiliation, intimidation, ridicule, threats, physical restraint or mental abuse
- To be accorded an environment that includes all of the necessities of care

Any parent/guardian or child representative has the right to be informed of the appropriate procedure regarding grievances, questions or complaints. The procedure is as follows:

Step #1: Contact the PrimeTime Program Leader (phone number posted on Prime-Time Parent/Guardian Information Board)

Step #2: Contact the PrimeTime Partner's office (phone number posted on Prime-Time Parent/Guardian Information Board)

Step #3: Contact San Diego Unified School District, Extended Learning Opportunities

Department information follows:

San Diego Unified School District

Extended Learning Opportunities Department

2441 Cardinal Lane, Bldg. A

San Diego, CA. 92123

Phone: (858) 503-1870

Fax: (858) 496-1948

Email: PrimeTime@sandi.net

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Protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

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