

August, 2011

Dear Prime Time Families,

Welcome to the 2011/12 school year!!! We have a little over 80 kids enrolled in the program this year and are really looking forward to getting to know all the children and their families! In keeping with the theme of back to school and the onslaught of reading information sent home this time of year, this letter will help you get to know your child's day here at Prime Time as well as information for parents on hours, fees, notes, etc. Please do not hesitate to contact Amy King or Kristy Swope (Prime Time Coordinator and Assistant Coordinator, respectively) if you have any questions about the following information.

STAFF - We have eight staff members here at Prime Time. Some have been working since the building opened in 1999 and our newest staff member started in May with our summer program. This is an excellent team who are energetic, positive and enjoy spending the days with the children here at Prime Time. We all truly enjoy what we do. Staff biographies are located on the wall outside the Prime Time office.

HOURS - Hours here at Prime Time are 6:30 am to 6:00 pm. Late charges and early drop off charges of \$1/minute/child are charged for families who pick up late or drop off before our opening times. After three late pick ups/early drop offs, families will be removed from Prime Time. Children also need to be signed in each morning in the Prime Time office and signed out in the afternoon. Children who are not signed in are not allowed to stay in Prime Time. Also, children need to be signed out each afternoon. Phone calls requesting children be sent out are not allowed.

BASKETS/CARDS - Each child has a basket labeled with his/her name to keep their belongings in before and after school. Baskets are laid out in the hallway by grade (kindergarten is at the top of the hall with 5th grade ending down the end of the hallway). Each child is also given a card that the children use as their "key" to each area. When children come in to Prime Time in the AM, they will go to their baskets to put up coats, backpacks, etc. and will get their card and come into the Prime Time office to check in with the staff. Children will then tell the Prime Time teacher which area he/she would like to go to and they are called over the walkie talkie to the teacher in that area. Children give their cards to the teacher in the chosen area, and as they choose to leave to another area, the child will again let the teacher know and he/she will give the child their card and they will then take it to the teacher in the next area. Children's cards are their responsibility and if cards are lost, broken or chewed on, the card is not used, thus children lose their choices of areas. Please talk to your children about being responsible for their area cards.

SIGN IN/OUT - At the sign in & out desk, your family has a file where sign in & out computer id numbers are kept. Newsletters, receipts and accident reports are put in these files for parents, so please take the time to check your child's file each day.

PAYMENTS - Payments are due the first day of the week your child attends. For most families, this is Monday. Checks, money orders and RevTrack payments are the only types of payments accepted at Prime Time. Payments should be made to "Prime Time" with your child's name written in the memo. Payments can be made monthly or bi weekly as long as the payment is made in advance (i.e. you can pay Sept. 1st for the month of Sept., however payment cannot be accepted for the month of Sept. on Sept. 30th). Late fees of \$5 are applied to your account when not paid on time. When an account is two weeks behind in payment, your child will be removed from Prime Time. There is a waiting list for Prime Time, so please do not lose your child's spot by not paying tuition or late pick ups.

AREAS - We use a variety of areas here at Prime Time with the majority being shared space that is also used during the school day. Children have a choice to play in the office where quieter activities like puzzles, coloring and reading take place. We have our art room which is used for crafts, play dough, etc. We use the gym and playground for gross motor play each morning and afternoon. Our older kids club (OKC) is an area for 4th and 5th grade children to hang out and play air hockey or do more involved craft projects. We use the library in both the mornings and afternoons. During the AM session you can find legos, blocks, board games, match box cars and a variety of other toys to play with; during the PM session, the library is used for our homework club. Lastly, we use the computer lab and music room for other games and activities.

SNACK - Menus are available in the Prime Time office and online. Breakfast is served at 8:30 am through the food service program. Payments for breakfast and PM snack are due to your child's food service account. PM snack is served from 4:05 until 4:20. All the children eat at the same time for afternoon snack. Please contact the Food Service department, Amy or Kristy if you have a concern regarding the menu or a food allergy.

TOYS FROM HOME - Children are not allowed to bring toys from home on a daily basis. Occasionally on a full day or snow day, children can bring toys from home; however, Prime Time is never responsible for lost or stolen items.

FULL DAY CARE - On a number of days when there is no school for holidays, conferences, teacher in-service days, Prime Time provides Full Day Care. Full Day care is also provided when school is cancelled due to inclement weather. Your child's account cannot carry a balance in order for your child to attend on these days. Fees of \$13/day/child are charged for full day care for children enrolled in full time care (AM and PM), \$15/day/child are charged for full days for children enrolled in part time care (AM or PM). A schedule of days Prime Time provides full day care and days we are closed is attached. Families are required to sign up for full day

care in advance as we need to know how many staff members we will need and occasionally field trips are taken on these days. **Lunches are always required on full days.**

BEHAVIOR - When behavior problems take place during Prime Time, our behavior policy located in your Parent handbook is followed. If there is an issue with behavior we talk with the child(ren), redirect their behavior and if need be, send children to different areas and take their area cards if children have lost their choices. Behavior notes are sent home and Amy or Kristy will call parents when situations warrant.

GROUP TIME - At 8:45 am during the morning sessions, we close areas down and separate children by grades. We dismiss the children by grade to get their belongings from their baskets and keep the children in group time by grades until we dismiss them when the bell rings at 9:05 am. For the first couple of weeks, Kindergarteners and other grades will be walked to their classrooms until the children are confident in knowing the layout of the building and where their classrooms are.

HOMEWORK - During PM Prime Time a homework club is offered. Homework club takes place in the library and provides a quiet time and space for children to work on homework. Homework club takes place from 4:30 until 5:15. Any homework not completed at that time will need to be completed at home. Unfortunately, we are unable to dedicate a quiet space during the AM session for homework club. If you are interested in homework club, please sign your child up at the sign in/out desk. Staff members do not go through children's backpacks; therefore it is the child's responsibility to make sure he/she is working on their homework. If children come to homework club saying they do not have homework, they are required to read for at least 10 minutes.

We are really excited and looking forward to a great year with your children!!
Please do not hesitate to contact us with any questions at 224-7805!