



# Pryme Tyme Before & After School Program Parent Handbook

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## Introduction

PRYME TYME is a before and after school enrichment program which works with families and the community by providing wholesome opportunities for students to discover who they are and what they can achieve through engaging experiences.

Our experiences are built on the Y's Core values of caring, honesty, responsibility and respect. Please note that the YMCA PRYME TYME program runs in partnership with, but independent of your public school. All questions, comments or concerns regarding this program should be directed to the PRYME TYME main office.

## Mission Statement

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

## Our Purpose

- Provide quality child care in a safe, creative, and fun environment providing opportunities and experiences which stimulate the child's physical, social, intellectual and emotional growth.
- Provide children with a quiet time and place in which to do their homework, under the supervision of a knowledgeable adult who can provide appropriate assistance from time to time as needed.
- Provide children with opportunities with voice and choice in planning their Pryme Tyme activities, and to select / modify activities that are age-appropriate.
- Provide children with opportunities for social interaction with peers and caring adults to cultivate old friendships as well as new relationships.
- Provide children with opportunities to develop and discover new skills and abilities.

## **Staff**

Each PRYME TYME Before and After School Program site is staffed with a Site Director and various Group Leaders. Each staff member is chosen for their experience, education and love for children.

All staff must be able to meet the Bright From the Start licensing requirements set for by the State of Georgia. Every employee must complete and pass a criminal background check as well as a LiveScan fingerprint check.

The Site Director must be at least 21 years old, possess a TCC, CDA, Paraprofessional Certificate, Early Childhood Education Degree and/or Bachelor's Degree in any field with 5 years qualifying child care experience is required prior to hire date.

The Group Leader must be at least 18 years old; at least six months experience with working with school-aged children and conceive a working knowledge of child development principles.

All Pryme Tyme employees working directly with before and after school students must be energetic, open-minded and eager to make a difference in the growing needs of children under their care.

As a Bright from the Start (BFTS) licensed program, our staff are required to be trained in CPR and First Aid, Health and Safety practices and Principles and maintain 10 hours of childcare continuing education trainings per year.

By providing quality child care for every child, PRYME TYME staff promotes positive practices, give hope, inspire dreams, and build lasting relationships in the minds of children, families and their communities.

### **Child Abuse Reporting Requirements**

The PRYME TYME program and its staff are mandated by Georgia law to report any suspected child abuse to the Department of Family and Children Services. Signs of abuse may include, but are not limited to, physical, emotional, sexual and neglect.

## **General Information**

### **Nondiscrimination Statement**

It is the policy of the YMCA of Coastal Georgia to comply with all existing statutes, regarding Equal Opportunity, as they relate to all program participants: Ensuring that program participation decisions are made without regard to race, color religion, gender, age, national origin, marital status, veteran status, sexual orientation, mental or physical disability, or any other basis prohibited by statute.

### **Parent Communication**

PRYME TYME DOES NOT PROVIDE ONE-ON-ONE CARE. The program will distribute monthly newsletters to announce current events as well as special events at each site. We encourage active communication and participation in all PRYME TYME events both on site and at our YMCA Branch locations around the

Chatham County area. Parent handouts and physical fitness and nutrition information will also be distributed frequently throughout the school year.

Parent Communication is welcome each day at pick up and drop off and conferences with the Site Director are available upon request.

### Visitors

Parents who wish to gain access to the child care facility to volunteer or observe the activities on site must check in with the site director and sign the visitor form. Parents who wish to volunteer more than once per quarter must complete a BFTS Criminal Records' Check.

We encourage parent communication and will provide several opportunities for observations, engagement, and cooperative play activities throughout the year.

### Records

Enrollment forms and medical records for each child will be kept on site to ensure access as needed for daily operations as well as emergency situations. These records are confidential and will be treated as such. All records are accessible by the Site Director on a daily basis and kept in a locked area when stored. Permanent records will be stored at the PRYME TYME office at the end of the school year.

## **Admission**

Children may only enroll for PRYME TYME participation at the school they currently attend. The initial registration consists of a 6-7 page enrollment packet that is kept on file for all children in attendance. All participants for PRYME TYME must include a copy of each child's shot record. Any families with religious restrictions regarding immunizations must provide the 3231 form.

All enrollment forms must be filled out completely.

**Parents and guardians are required to update all information on the child's enrollment form when changes occur. To help the program maintain and provide the best care possible for each child, it is vitally important to notify the Site Director of medical changes, allergies, pick up authorizations, addresses and contact numbers.**

### Days and Hours of Operation

PRYME TYME begins at 6:30 a.m. until the school morning bell with afternoon commences at school dismissal until 6:00 p.m. following the current school academic calendar.

### Enrollment

The PRYME TYME program is offered before and after each school day at selected elementary, K-8, and middle schools throughout Chatham County. Vacation weeks, NOT DAYS, listed on the school calendar are the only attendance exclusions. Applications are accepted on a first-come, first-served basis and shall be accompanied by a non-refundable registration fee of \$40.00 check or money order. A waiting list placement will be taken after the state regulated capacity has been reached. If you wish to remove your child(ren) from the PRYME TYME program a written 2 week letter of your intent to withdraw or remove your child(ren) must be submitted to the Site Director. Without the written withdrawal, tuition will continue for at least the two week drop period.

As a state licensed child care facility, we are required by the Department of Health to have a copy of the most recent immunization records for your child. Please make sure your child has received all required screenings prior to registration. For the safety of all participants and staff, children who have not received all the necessary health screenings will be asked to leave the program until their health records are up-to-date.

### **Children with special needs:**

We do not discriminate in our admission policies based on race, sex, religion, place of national origin, or physical or mental disabilities. **PRYME TYME DOES NOT PROVIDE ONE-ON-ONE CARE.** Children with special needs must be able to function independently in a large group setting termed as 1:15 or 1:25 staff to child ratio. In order to best meet the needs of your child, we ask that you contact the PRYME TYME main office to inform us of ANY and ALL special accommodations that your child may require (i.e. dietary, medical, physical, mental, etc.). If the needs of your child extend beyond the scope of before and after school training, the YMCA Pryme Tyme Program reserves the right to require an “official” health care plan from the child’s licensed medical doctor or an IEP from school records in order to determine the ability of the program to render care.

### **Sign In and Out Procedures**

Each child must be escorted to and from the PRYME TYME site and signed in/out each day by his/her parents, guardian, or by an authorized person, aged 18 or older (with a picture ID), whose name and signature are on file with the PRYME TYME Site Director. **Please note that no child will be released to anyone under the age of eighteen and not listed on the authorization list.**

### **Attendance**

Once registered, your child will be expected at PRYME TYME daily. Once PRYME TYME is in the possession of your child, NO ONE, including school staff, will be allowed to sign out the student without written authorization on the emergency contact or authorization pick up form you completed. An additional pick up list is provided in your enrollment packet for you to include as many names as you wish to list.

The staff will take attendance within the first 10 minutes of the program. It is imperative that you communicate with the staff when your child will not be in attendance. You may send a note to the school and have it placed in the YMCA mailbox; you may leave a message on the voice mail for the Site Director or tell the staff member in person the day before.

### **PRYME TYME tuition is due bi-weekly even if your child is not in attendance.**

You can obtain an additional pickup authorization list from the Site Director or by visiting the YMCA website at [ymcaofcoastalga.org](http://ymcaofcoastalga.org). Once on the home page, tab *Our YMCA, Locations, PRYME TYME*, from there click *PRYME TYME Program* at the top left, scroll to the bottom of that page, select and print the page.

NOTE: in the event of an emergency, any changes to the pickup list must be completed, signed and faxed, scanned or emailed with an identifiable copy of the registered parent or guardians driver’s license to the PRYME TYME Program Administrator at 912-354-4742 fax or [shaisha.walker@ymcaofcoastalga.org](mailto:shaisha.walker@ymcaofcoastalga.org) before 4:30 pm. in order to reach it sight before the main office closes.

Parents are reminded that a telephone call cannot serve as authorization to pick up a child. To avoid any inconvenience please ensure that the release forms in our files are kept current, and that names and signatures are added or deleted as needed.

### Meals

SCCPSS schools offer breakfast as part of the regular school lunch program. During morning sessions, the PRYME TYME staff will assist students that want breakfast with obtaining breakfast provided by the school, prior to dismissal but follow the same procedures as everyone else who wishes to eat breakfast at school. Breakfast is served on regular school days only.

The Nutrition Department at Chatham County BOE, supplies the PRYME TYME programs with daily USDA choice nutritional afternoon snack for each child. The cost of the snack is included in the tuition fee. Afternoon snack times vary at each site depending on school dismissal.

## **Program Policies**

### Behavior/Conduct/Discipline (Children and Parents)

Just as PRYME TYME staff members are to treat children with courtesy, dignity and respect, children are also expected to obey the rules and regulations of the program.

NO swearing or inappropriate behavior

NO fighting

NO misuse or damaging of PRYME TYME equipment or facilities.

NO trashing of facilities. Place trash in appropriate container.

NO stealing. NO touching personal property of another person unless permission is given.

NO leaving group without permission from group leader.

NO drugs, alcohol, tobacco, weapons or firearms permitted. Only prescription medication cleared with the Site Director is permitted.

NO disrespect to participants, staff or volunteers.

NO toys from home allowed.

NO electronic devices or accessories unless directly related to homework and the time allotted for academic reflection.

Participation in PRYME TYME is a privilege, not a right, and any student who is disruptive despite staff members' best efforts to work with him or her may be suspended from the program after two written warnings to parents. To ensure that these rules and regulations are followed, the participants and their parents will be required to sign a Behavior Contract that will be kept on file at the PRYME TYME site.

Step 1: Pryme Tyme staff will identify the negative behavior of the child and give directions for how they should be behaving.

Step 2: Pryme Tyme staff will identify the negative behavior again and redirect the child to another activity or change their surroundings.

Step 3: Pryme Tyme staff will give a final verbal warning to the child and let them know the consequence

for breaking the rule again.

Step 4: Pryme Tyme staff will alert the Site Director and will allow the child a time to reflect. When the time is up; the staff member will go over the negative behavior with the child and give them ideas as to how to improve their behavior.

### Outcomes

First Offence	Verbal warning to child with parent's awareness (documented)
Second Offence	First write up given to parent
Third Offence	Suspension/Expulsion
Fourth Offence	Expulsion

Any act that is considered dangerous to the participant or staff is grounds for immediate suspension or expulsion. The steps for the "Offenses" may be skipped depending upon the severity of the rule violations.

Just as we expect the PRYME TYME Staff to treat parents with dignity and respect, we expect the parents to treat the PRYME TYME staff accordingly. Any parent or guardian who shows disrespect to our staff will be asked to remove their child(ren) from our program.

## Enrichment

Our program offers a variety of outdoor and indoor physical activities, games, and sports challenges throughout the school year. All activities are designed to build teamwork, highlight individual skills and promote team unity. The PRYME TYME program offers a system of educational enrichment opportunities in a center based program that meet the needs of every child:

- Physical Education & Recreation (30 minute outside large & small motor activities)
- Homework ( 30 minute quiet academic reflection)
- Language & Literature
- Creativity
- Science & Nature

During academic reflection, all children will be allotted 30 minutes of time to work on homework and/or time for quiet academic reflection in a supervised setting. Staff will encourage children to tackle their most challenging assignments but cannot be expected to offer one-on-one tutorial assistance. It is the responsibility of your child(ren) to know their homework assignments and to bring all necessary books, papers, etc. to the program each day. The YMCA is not responsible for the school supplies needed for your child (ren's) homework. **Children are not allowed to return to their classroom once they have been checked into the PRYME TYME program.**

The YMCA PRYME TYME program prohibits the use of electronic devices during the program hours unless utilized for homework assistance. Any electronic devices used inappropriately will be collected by the Site Director and returned to the parent/guardian at pick up time that day. Continued or inappropriate abuse of this policy may result in suspensions and or expulsion from the PRYME TYME program.

**YMCA PRYME TYME is not responsible for any electronic devices or accessories.**

## Payment: Policies and Procedures

- **PRYME TYME DOES NOT ACCEPT CASH AT ANY TIME**
- All written payments MUST be in ONLY basic BLACK or BLUE ink.
- Acceptable forms of payment at sites are Check, Money Order, or text to pay ONLY.
- **Payments are due Bi-Weekly prior to the time service is needed.** *\*See the payment schedule at end of book.*
- ALL payments are made payable to : PRYME TYME
- ALL payments MUST include printed name of child(ren)
- Every **PRYME TYME** site has a Text to Pay option. *\* See your Site Director for Text to Pay directions.*
- The PRYME TYME program is NOT authorized to hold or pull checks for return.
- Each student's tuition is considered full tuition until a supporting lunch letter specifies a reduction.
- There are no refunds or pro-rating for tuitions, absences, partial weeks or emergency closings.
- Credits will only be given to parents of children that have a doctor's note supporting absences resulted from a surgical procedure.

***The Site Director does not have the authority to change fees without approval from the PRYME TYME Main office.***

- The tuition fee applies to normal school days only and does not include school holidays. Tuition payments shall be due and payable on the Friday prior to the week in which service is rendered.

***Student tuition accounts more than two weeks behind will be asked to leave the program until balance is paid.***

- The PRYME TYME Site Director is the only staff member who is authorized to collect payments. Parents who wish to pay by the month may do so (also in advance) by arrangement with the Site Director.

## FEES

Tuition payments are due Bi-Weekly. A \$10.00 late fee is assessed for tuition payment not received by due date prior to time of service.

To complete a registration for PRYME TYME, a one-time, non-refundable registration fee of \$40.00 is used to hold a weekly space even if your child does not attend afterschool.

PRYME TYME fees are due weekly even if your child is not in attendance.

All accounts more than 2 weeks (14 days) past due will automatically result in a suspension of care and will be forwarded to collection. Your child's enrollment in any other YMCA program (i.e. Holiday Camp, Summer Camp, Cheer Camp, Soccer, etc.) will not be permitted until the account is current. If your child is removed from the program and your intent is to reinstate services, an additional \$40.00 registration fee

must be paid. Due to licensing requirements, PRYME TYME operates on a first-come, first serve basis and spaces are limited. Reenrollment may be limited and your child may result in being placed on a waiting list.

<b>Bi-Weekly Tuition</b>	<b>Full</b>	<b>Reduced</b>	<b>Free</b>
Both Sessions	\$70	\$56	\$40
Morning Only	\$36	\$32	\$28
Afternoons Only	\$60	\$50	\$36

**\*The last payment of the school year is due April 26<sup>th</sup> and is a three week payment to complete the year.**

**\*Each student’s tuition is considered full tuition until a supporting lunch letter specifies a reduction.**

**\*The qualifications for a reduced or free tuition rate for PRYME TYME tuition is based on the direct determination of an income based lunch application provided by the Board of Education.**

Children may be dropped off at the site any time after 6:30 a.m. until breakfast begins. Children may be picked up from PRYME TYME following school dismissal and **MUST** be picked up by 6:00 p.m. **For every child not picked up by 6:00 pm, a late pick up fee of \$1.00 per minute will be charged to each child for every minute beyond close of business.**

At 6:00pm, the Site Director will begin making calls to parent or guardians. If a child has not been picked up by 6:05 p.m., the Site Director will make attempts to contact the person(s) listed as emergency contacts from the child’s registration form.

**If we have been unsuccessful in contacting anyone by 6:15p.m., we will be left with no choice but to contact Chatham County school campus police at 912-395-5536 to help us locate an authorized person to pick-up the child(ren) or for DFCS to take the participant(s) into their care.**

Any household with a pattern of late pick-ups or the involvement of law enforcement or DFCS will be removed from the program.

**Please keep your child’s registration card updated.**

### Returned Checks

Attention Check Writer: Check writing is a privilege. If your check is returned unpaid you expressly authorize the merchant and its processing center to electronically debit your account or generate a paper draft/substitute check against your account for the face value of the returned check and the maximum allowable state fee. Your use of a check as a payment is your acknowledgement and acceptance of this policy and terms. To revoke this authorization or verify or dispute any debt, call 1-800-460-0124 Bounce Back Electronic Check Recovery. You will receive notification from the YMCA corporate office and asked to contact Susan Clary at 912-354-5480 to satisfy the face value of the check along with a \$35 return check fee. After two returned checks, your account will be restricted from writing checks with YMCA and limited to money orders, credit or debit card payments.

## **Health and Safety**

### **Injury Procedures**

PRYME TYME staff members shall receive training in first aid and CPR. In case of a minor accident, the staff member in charge will supervise care of the child or children involved. In the event of a serious medical emergency, the PRYME TYME Site Director shall telephone EMS for assistance and shall notify parents immediately thereafter. Parents are asked to ensure that all of the information on their children's Pryme Tyme medical forms is correct and complete; and to notify the PRYME TYME Site Director of any changes or special conditions that may affect their children's participation in PRYME TYME.

In the event that a child has a minor injury that does not need medical attention, an Accident Report will be issued to the parent. The report lists what happened and what injury the child sustained. Parents will be called at work before pick-up time if the injury is noticeable upon sight.

### **Care of Sick Child**

If a child becomes ill during PRYME TYME program hours, he or she will rest in the Director's Office until arrangements can be made for him or her to be taken home. If a child exhibits a fever of 101 degrees or higher and one other symptom (vomiting, diarrhea, headache, earache, etc.) the parent will be notified and asked to pick their child up immediately. The child cannot return to PRYME TYME for 24 hours after the symptoms leave. A doctor's excuse is requested to keep in the child's file. Once Pryme Tyme is notified that a child enrolled in the program has an illness in the communicable disease chart, signs will be posted notifying parents. The signs will list symptoms to watch for and request that parents notify PRYME TYME if their child gets sick. Signs will be posted for 48 hours.

### **Medication**

Under no circumstances will PRYME TYME staff administer over-the-counter medication. Under special circumstances, the PRYME TYME Site Director may administer prescription drugs only. Those drugs must be in the original container with a pharmacist's label bearing (a) the name of the child, (b) the name of the prescribing physician, and (c) clear directions for administering the medication. The child's parent or guardian must provide medication to the PRYME TYME Site Director in person and must fill out a special form. Parents and guardians are reminded never to send any medication to school with their children.

Medication forms are available for children who need to take prescription medication during PRYME TYME hours. The form is completed and signed by the parents. It indicates the type of medication the child is to be given as well as the dosage. (Dosage must be the same as package directions). No over the counter medication is allowed. Medication forms are valid for two weeks only. Any long term medications must be accompanied by a letter for the participant's medical physician. When the medication is given, the staff person will document it on the form and list any adverse reactions seen over the next hour. Sick children will be separated from the group until the parents arrive.

### **Transportation**

The PRYME TYME Program shall not provide transportation. Parents shall be responsible for transporting their children from Pryme. Children may not sign themselves out and walk home. Please refer to Sign-Out procedures. PRYME TYME will not have any field trips, but may have special events and guests speakers.

## Parking

Drop-off/Pick-up for the PRYME TYME Program will be different at each school. Areas will be designated during the first week of the program. Parents are asked to avoid double parking and obstruction of traffic lanes. Please follow school parking regulations.

## Fire/Tornado Drills

Emergency drills shall be conducted periodically to familiarize students with procedures and exits to be used in the event of a real emergency. Directions shall be posted in all classrooms and PRYME TYME spaces.

## Emergency Closing

The PRYME TYME program will close during severe weather emergencies which coincide with the forced closing of Chatham/Effingham Public Schools. Listen to local broadcast media for announcements of emergency closings. If the school closes, the Pryme Tyme program will be closed as well.

## Emergency Relocation

Should an emergency arise such as power or water outage that renders the facility disabled for more than 1 hour, parents will be contacted to pick up their children early. Should an immediate threat be detected, the children will be moved to an alternative location on school property and the parents contacted to arrange for pick up from the new location.

## Written Policies

The YMCA PRYME TYME has written emergency policies in place for handling:

- Severe Weather
- Loss of electrical power or water
- Death, serious injury or loss of a child
- Child Abuse

All of the above written plans are available to parents for review upon request to the Site Director. No center personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals

If you have any issues, comments or concerns that cannot be resolved with your Site Director, please feel free to contact your child's site District Coordinator.

**District 1 Coordinator**

Linda Reed  
 (912) 650-1347  
 DC1prymetyme@ymcaofcoastalga.org

Andera B. Williams (Spencer)	663-4844
Bloomingtondale	663-7392
Brock (Bartow)	663-0295
Butler	663-0081
East Broad	663-3980
Gadsden	663-4618
Garden City	663-0568
Garrison	663-6188
Godley Station	663-5665
Haven	663-3078
Hodge	663-3638
Pooler	663-6624
Port Wentworth	663-3676
Rice Creek PM ONLY	663-
Savannah Classical	663-9468
Shuman (Islands Elem)	663-4653
Susie King Taylor	663-1378
West Chatham	663-7421

**District 2 Coordinator**

Tayna JeanBaptiste  
 (912) 650-1363  
 DC2prymetyme@ymcaofcoastalga.org

Charles Ellis	663-3952
Coastal Empire Montessori	663-3945
Georgetown	663-6195
Gould	663-7319
Heard	663-4624
Hesse	663-5792
Isle of Hope	663-2750
Largo-Tibet	663-1687
Low (Juliette)	663-2325
Marshpoint	547-7105
May Howard	663-2962
Pulaski	663-1625
Smith (J.G.)	663-3997
Southwest Elementary	663-5217
Southwest Middle PM ONLY	663-5111
Stem Academy PM ONLY	663-9488
Susie King Taylor	663-1378
Tybee Island Maritime (TIMA)	663-9486
White Bluff	663-4692
Windsor Forest	663-5032

Student name(s): \_\_\_\_\_ School: \_\_\_\_\_

## Agreement

PRYME TYME DOES NOT ACCEPT CASH AT ANY TIME. \_\_\_\_\_

All written payments MUST be in BLACK or BLUE INK ONLY. \_\_\_\_\_

Pryme Tyme sites can accept ONLY Checks or Money Orders. \_\_\_\_\_

Payments are due Bi-Weekly prior to the time service is rendered. \_\_\_\_\_

Tuition is due whether your child attends or not until a 2 week notice of withdrawal is given. \_\_\_\_\_

A \$10.00 late fee is assessed for tuition payments not received by Friday. \_\_\_\_\_

Late pickups after program ends are \$1 for every minute. \_\_\_\_\_

ALL payments are made payable to PRYME TYME and MUST include name of child(ren). \_\_\_\_\_

Every site has the Text to Pay option. \_\_\_\_\_

The PRYME TYME program is NOT authorized to hold or pull checks for return. \_\_\_\_\_

Each student's tuition is considered full until a supporting lunch letter specifies a reduction. \_\_\_\_\_

No refunds or pro-rating for tuitions, absences, partial weeks or emergency closings. \_\_\_\_\_

Credits will only be given to parents of children that have a doctor's note supporting absences resulted from a surgical procedure. \_\_\_\_\_

Students are ONLY authorized to leave with an adult listed on their authorized pickup list. \_\_\_\_\_

The local authorities and/or DCFS will be contacted for any parents or guardians unable to be reached to pick up their child(ren) fifteen minutes (15) after program has ended. \_\_\_\_\_

I will inform the Pryme Tyme staff of any and all medical or physical accommodations pertaining to my child(ren). \_\_\_\_\_

I have read, and I agree to abide by, the policies and procedures that are stated in this handbook and the Behavior Contract of the PRYME TYME Before and After School Program. I understand that non-compliance with said rules and regulations is grounds for expulsion from the Program.

\_\_\_\_\_  
Parent / Guardian Signature

Date