
Prime Time Care Parent Reference Handbook



Prime Time Care/Summer Care
Educational Services Center
850 Ladd Road - Bldg. D
Walled Lake, MI 48390
<http://wlcsd.org/ptc>



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SCHOOL AGE CHILD CARE PRESENTS:

Prime Time Care/Summer Care

Walled Lake Consolidated Schools
Educational Services Center
Child Care Program
850 Ladd Road
Walled Lake, MI 48390

Heather Hill
Prime Time Care Manager
248-956-5111

Kathy Birdseye
Prime Time Care Secretary
Billing and Scheduling
248-956-5110

Debi Olsen
Prime Time Care Secretary
Billing and Scheduling and DHS
248-956-5002

Building Office Hours
Monday - Friday
8:30 am to 4:30 pm
Drop Box -Outside of door
248-956-5000
<http://wlcsd.org/ptc>



School Age Childcare



For the times you can't be there yourself, it is reassuring to know that Prime Time Care supports your efforts to ensure your child is in a safe, nurturing, and positive environment while in our care. Our tuition-based program is designed for parents who require child care before and/or after school. Our experienced staff seeks to meet the physical, emotional and intellectual needs of your children.

Our program is state-licensed at all twelve elementary schools of Walled Lake School District for children enrolled in Kindergarten through fifth grade. Beginning August 29, 2022, the program will follow the Walled Lake Consolidated School calendar for holiday recess and inclement weather closings. This handbook is provided to acquaint you with the program and its policies which are designed for your child's well being.

About the Program

The program operates within the guidelines of the National After School Association (NAA), one of the most comprehensive associations accrediting school age programs. The children participate in a balanced program of open play and structured activities, while being supervised by well-trained and caring staff. Children have the opportunity to get involved in a variety of learning enrichment centers that allows for social, physical and intellectual stimulation.

Hours of Operation

We are open at each elementary school for the AM session at 6:30 AM and for the PM session, we are open from the time school dismisses until 6:00 PM.

Late Pick Up

We ask that you be prompt in picking up your children by 6:00 PM (5:30 for the Early Childhood Center - ECC). There is a late pick up fee of \$1.00 per minute and will be applied to your account. Dismissal from the program will occur if a late pick up happens three times.

Procedures when children are not picked up by 6:00 pm (5:30 at ECC)
6:00 pm (5:30 ECC) - Parents/Guardians will be contacted. A message is left if no answer. Emergency contact numbers from your emergency form will be called. If no answer and we have not heard back from any of the contacts - the Prime Time Care Manager will be contacted and the local police of which the school resides will be contacted and informed a child has been left in our care.

Enrichment Centers may include:

Imaginative Play

Games and Manipulatives

Arts and Crafts

Sports

Lego's/Construction

Quiet/Literacy/Homework Area

Special Weekly Activities

Daily Routine

AM

6:30-8:30-centers open

8:30-wash hands for breakfast

8:30-8:45 - breakfast available

PM

4:05-check in

4:10-wash hands

4:15-snack

Health/Safety Policy

If your child becomes ill at Prime Time Care, the parent will be contacted immediately. If a parent cannot be reached, the supervisor will call a person whose name you have supplied on the registration form/emergency form. We may ask that your child be picked up and taken home. Until someone comes to pick up your child, he/she may be kept apart from the other children.

If your child should become seriously ill or injured, the same procedures above will be followed. In addition, the supervisor will attend to your child. The supervisor will contact the emergency services deemed necessary, i.e. doctor, hospital, ambulance. If it becomes necessary to transport your child to a hospital, the supervisor will accompany him/her. The supervisor will contact an administrator.

COVID-19: We will follow all Walled Lake School District policies and procedures for COVID-19 protocols.

Illnesses and Common, Communicable Diseases

The following are symptoms suggestive of communicable diseases. Children, staff and volunteers with these symptoms **should be kept at home**. Should any of these symptoms be noted during school hours,

parents will be contacted immediately. Parents are urged to have their child seen by a physician, and must be excluded from the program until fully recovered. Children, staff, and volunteers will be excluded from the program due to illness when there is a fever, it is a communicable illness, or a rash of unknown origin is observed. If parents are not available, their designated pick up adult from the emergency card will be contacted. The supervisor of your program will contact staff should exclusion be necessary. Parents will be informed via email or letter regarding communicable illnesses.

Symptoms common to communicable diseases:

- Red or running eyes, sneezing or discharging nose.
- Cough, particularly if persistent or productive.
- Sores and crusts on the scalp, face, or body particularly if red and swollen, or draining.
- Any skin eruption or rash.
- Sore throat.
- Swelling and tenderness of glands, particularly about the face or neck.
- Fever, suggested by flushed, hot face.
- Nausea and vomiting.
- Pain and stiffness of neck and headache.
- Jaundice-yellowing of eyes and/or skin.
- Diarrhea and persistent abdominal pain.
- Lice, nits
- Pink Eye

Any of the above symptoms may be associated with communicable diseases. They may also be symptoms of non-communicable diseases, but must be considered as signs of illness that should have medical attention. Supervisors will inspect children upon arrival for well-being. Children with rashes or who appear unwell will be sent home.

Please help us to keep everyone healthy by staying home with your ill child, teaching them proper hand washing and sneezing (into their elbow) procedures! Please send a note from your child's doctor if your child is not able to play outdoors.

Nutritional Policy

Our Nutritional Policy for our programs, Prime Time Care and Teen Club, are to provide snacks that are healthy and keep in line with the State of Michigan's nutritional guideline and initiatives. You may purchase a snack for after school for \$1.00 per child or you may provide your own.

Medication

Prime Time Care staff will administer medication to a child only if they have a medical release form signed by a doctor and a parent, and the medication has been prescribed by a physician. Medication must be in the original pharmacy bottle clearly labeled with the child's name, medication name, appropriate dosage, physician's name and medication is not expired. When the medication is given, a witness must be present. The person administering the medication must record the time it is given and the amount given.

Evacuation

In case of emergency, plans have been made to safely move children to a relocation site, contacting parents by phone or email to reunite families, and each child with special needs will be accommodated during each type of emergency.

Signing In and Out

For your child's safety, school age programs (Prime Time Care) and the State of Michigan **require** that children be signed in and out of the program by a parent or person listed on the Registration Form. Please make sure the Prime Time Care staff sees you when you drop off or pick up your child/ren. If it is necessary to have someone other than those listed on the Registration form pick up your child, you must notify the Supervisor in writing. Identification will be checked for those persons with whom the staff is unfamiliar.

Children's Code of Conduct

Parents please review with your child/ren our expectations of them to make their time with Prime Time Care a pleasurable experience.

- Children must remain in the Prime Time Care area.
- Children are to respect the rights and property of others.
- Children are to act courteously and appropriately, be cooperative and follow the instructions of the Caregivers.
- Playground rules and policies for each elementary building will be followed and enforced in Prime Time Care.
- Appropriate and acceptable language is expected.
- Parents have the right to expect their child will have proper supervision.
- Children are expected to be responsible for their actions.
- Materials and equipment are to be treated properly and returned to their place when done.
- Children are expected to arrive to Prime Time Care promptly from their classrooms.
- Electronic equipment, including cell phones, may ONLY be used at the discretion of the Supervisor. Prime Time Care will not be libel for lost, stolen or damaged things from home.

Discipline

Children, their parents and the staff will assume a responsible role in promoting behavior that encourages a safe and organized program. Staff shall use developmentally appropriate, positive methods of discipline which encourage children in self-control, self-direction, self-esteem, and cooperation. If a child is experiencing difficulty with appropriate behavior, we will address the concern through individual discussions, examining choices, and consequences. If this does not appear to be working:

- Inappropriate behavior will be brought to the attention of the parent who drops off or picks up the child. In some situations, the parents will be contacted by telephone either at home or at work.
- If a child deliberately displays hurtful behavior to another child or staff member in the program, he/she will be suspended on their next scheduled day.
- Chronic disruptive behavior will be dealt with in writing. An incident report will be given to the parent or guardian to read and sign; then a meeting with the Supervisor will be arranged.
- If a child receives a third behavior related incident report, the child may be suspended for 1 day from Prime Time Care by the Supervisor.
- If the child receives a fourth incident report, the Prime Time Care Manager may suspend the child from the program.

It is our goal to provide a safe and pleasant environment for all children. This discipline policy above is implemented for children displaying chronic or disruptive behavior.

Dismissal from Program Policy

The following circumstances may result in immediate dismissal of your child/ren from our care:

- Failure to pay for services on the monthly due date.
- Failure to pay for services on time more than twice.
- Dropping off a child before 6:30 AM and/or in an unsupervised area.
- Three late pickups may result in dismissal from the program.
- Any child who intentionally physically harms another child or staff member.
- A child who does not adjust to behavioral recommendations as found in our discipline policy.
- Not signing a child in or out of the program more than 3 times.
- Children with repeated bladder or bowel control issues.

The Registration Process

✓ Registration:

- Child care is available on a **pre-registration** basis only. We do not provide drop-in service for children whose parents have not pre-registered. Parents will complete a calendar online via Family Access for each month indicating their expected schedule of attendance at the Prime Time Care program. This schedule should be carefully constructed, as it determines each monthly bill.
- Calendars are always to be completed online by the due dates posted on our website (under Resources)
- After the due date, you will need to contact our office for scheduling. Late calendar fees may apply.
- **Parents with emergency jobs such as substitute teachers or emergency personnel may contact Heather Hill (248-956-5111) for special arrangements.**

✓ Fees:

- Fees are assessed using the "block system" with a set rate for each block of time used. Bills are not computed on an hourly basis.
- You will not receive a monthly invoice. View your balance due through Family Access. Payments are always due by the last day of the preceding month. You may pay online through Family Access, mail a check or drop your payment off at the Community Education Center. Payment must be in our office on or before the last day of the preceding month.

The following forms must be completed on-line by the parent or guardian to ensure placement in the program each year that you use our service:

1. The Registration/Emergency Application

This form registers your child and provides us with the necessary emergency and medical information.

2. Prime Time Care Contract

This form is a contract that states you are aware of and understand Walled Lake Consolidated Schools payment policy, scheduling process, and health information.

3. Calendar Worksheet-Schedule

The completed on-line calendar is your childcare schedule. Choose your schedule for either am and or pm. Your balance is calculated on this calendar.

4. Schedule Changes

Changes must be made by the 25th of the preceding month. For current week schedule changes, please contact the PTC Supervisor at your school. All other schedule changes, please email Kathy Birdseye at kathybirdseye@wlcsd.org. No schedule changes will be taken over the phone.

Fee Schedule

Fees are assessed using the "block system" with a set rate for each block of time used. A "block" represents either an AM or PM session. For example, if you sign up for AM on Monday, Wednesday and Fridays, you will pay a **flat rate fee** of \$9.00 x the 3 days for a total of \$27.00. Regardless of your sign-in time during an AM session, you will be charged the "block" fee.

Likewise, regardless of the time you pick your child up in the afternoon, your fee remains the same.



Prime Time Care Rates:

Registration Fees, which are non-refundable, are as follows:

First Child	\$50
Family	\$75

Half Days = \$30.00 per child

Fee Schedule for elementary schools

Block	1st Child	Each Add'tl Child
AM - 6:30 to 8:55	\$9.00	\$7.00
PM - 3:58 to 6:00	\$9.00	\$7.00

Occasional Package

This package is designed for:

1. The occasional user that does not know when they will need service. It allows you to purchase 5 sessions at a time. Packages must be purchased in advance to be used when the need arises. Please check the box on-line if you will be using this package. Must be used by the end of the present school year.
2. It is also designed for anyone who has a regular schedule but needs care on an emergency basis.

To use the Occasional Package, parents must call the school the day care is needed so the secretaries know to send your student to Prime Time Care that day.

Prime Time Care Occasional Rates:

Fee Schedule for elementary schools

Block	1st Child	Each add'tl Child
AM	\$55.00	\$45.00
PM	\$55.00	\$45.00

Additional Fees

Snack Fee - You may purchase a snack for afterschool for \$1.00 if you choose - please see the Program Contract.

Late Pick Up Fee - There will be a \$1.00 per minute charge after 6:00 pm. **Three** late pickups may result in dismissal from the program.

Late Payment Fee - You will be charged \$20.00 for payments not received by the due date.

Late On-Line Calendar Fee - Calendars not filled out on-line (via Family Access) after the 25th will be assessed a \$15 late fee.

Returned Check Fee - There will be a \$25.00 fee for returned checks.

Refunds/Credits - There will be no refunds for missed sessions; however, credit will be given for snow days and emergency school closings.

Sick Day Credit - If a child is out of school sick, credit is given for the **second** consecutive day on. Children who do not attend school will not be eligible to attend Prime Time Care that day.

Participation in Prime Time Care - If your child is 1) suspended, 2) expelled, or 3) sick on any given school day, your child will NOT be permitted to attend Prime Time Care for that day(s).

Billing Procedures

The Prime Time Care billing office is centrally operated at the Educational Services Center, 850 Ladd Road-Bldg. D, Walled Lake. **No invoices will be mailed. You may always view and pay your balance through Family Access. If you choose not to pay through Family Access, your payment must be in our office no later than the last day of the preceding month.**

To secure a place in your school's Prime Time Care program, you must register in advance each year that you need the service. Please visit our website <http://wlcsd.org/programs/prime-time-care/>

DHS (Department of Human Services)

Parents interested in financial assistance will need to contact their local DHS office to see if you qualify for assistance. The local phone number in Southfield is 248-262-6400. Parents will be responsible for fees incurred until the first payment is made by the State of Michigan. Parents will also be responsible for the percentage of payment not covered by DHS. Registration fees are not covered by DHS and are the responsibility of parents.

If you have any questions, please call Kathy Birdseye at 248-956-5110 or Debi Olsen 248-956-5002.



LOCATIONS

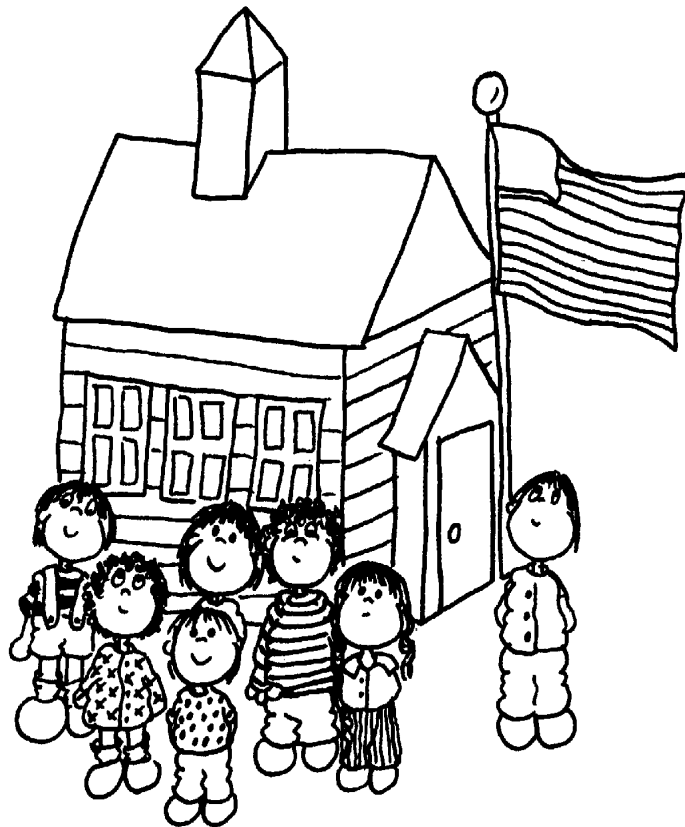


<p>Commerce Elementary 520 Farr Street Commerce, MI 48382 Phone: 248-956-3900 Prime Time: 248-956-3999 Supervisor: Shannon Rabaut</p> <p>Dublin Elementary 425 Farnsworth White Lake, MI 48386 Phone: 248-956-3800 Prime Time: 248-956-3836 Supervisors: Destany Helland</p> <p>Glengary Elementary 3070 Woodbury Walled Lake MI 48390 Phone: 248-956-3100 Prime Time: 248-956-3136 Supervisor: Mary Guiles</p> <p>Hickory Woods Elementary 30655 Novi Road Novi, MI 48377 Phone: 248-956-2600 Prime Time: 248-956-2636 Supervisors: Cindy Kluz</p> <p>Keith Elementary 2800 Keith Road West Bloomfield, MI 48324 Phone: 248-956-3700 Prime Time: 248-956-3736 Supervisors: Kim Runyan</p> <p>Loon Lake Elementary 2151 Loon Lake Road Wixom, MI 48393 Phone: 248-956-4000 Prime Time: 248-956-4099 Supervisor: Kim Decker</p>	<p>Mary Helen Guest Elementary 1655 Decker Road Walled Lake, MI 48390 Phone: 248-956-3300 PrimeTime: 248-956-3399 Supervisor: Mary Beal</p> <p>Meadowbrook Elementary 29200 Meadowbrook Road Novi, MI 48377 Phone: 248-956-2700 Prime Time: 248-956-2799 Supervisor: Alexandra Booms</p> <p>Oakley Park Elementary 2015 Oakley Park Road Walled Lake, MI 48390 Phone: 248-956-4100 Prime Time: 248-956-4199 Supervisor: Sherrie Myers</p> <p>Pleasant Lake Elementary 4900 Halsted West Bloomfield, MI 48323 Phone: 248-956-2800 Prime Time: 248-956-2899/2898 Supervisor: Marlee Morrison</p> <p>Walled Lake Elementary 1055 W. West Maple Road Walled Lake, MI 48390 Phone: 248-956-4300 Prime Time: 248-956-4399 Supervisor: Kristin Fries</p> <p>Wixom Elementary 301 North Wixom Road Wixom, MI 48393 Phone: 248-956-3400 Prime Time: 248-956-3401 Supervisor: Christine Bullington</p>
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Attention: Prime Time Care Parents

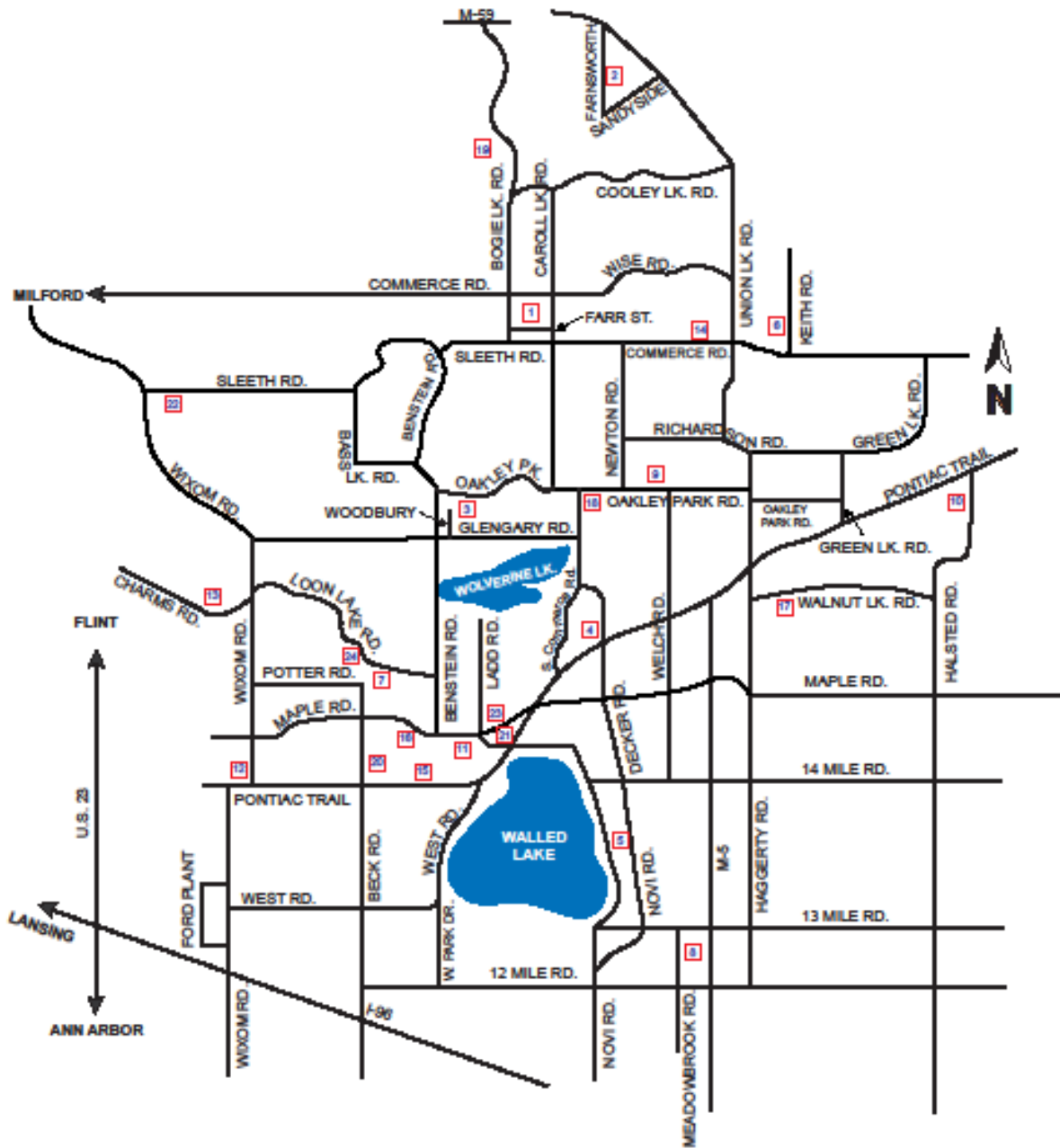
School-age child care centers operating in school buildings approved by the Michigan Department of Education must inform parents that this center plans to use a public school's outdoor play area and equipment and does not comply with the Child Care Centers Licensing rules.

12-01-08





Walled Lake Consolidated Schools District Map



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|--------------------------------|-------------------------------------|--|
| 1. Commerce Elementary | 10. Pleasant Lake Elementary | 19. Walled Lake Northern High School |
| 2. Dublin Elementary | 11. Walled Lake Elementary | 20. Walled Lake Western High School |
| 3. Glengary Elementary | 12. Wixom Elementary | 21. Walled Lake Community Education Center |
| 4. Mary Helen Guest Elementary | 13. Sarah Banks Middle School | 22. Outdoor Education Center |
| 5. Hickory Woods Elementary | 14. Clifford H. Smart Middle School | 23. Educational Services Center |
| 6. Keith Elementary | 15. James Geisler Middle School | 24. Twin Sun |
| 7. Loon Lake Elementary | 16. Transportation/Operations | |
| 8. Meadowbrook Elementary | 17. Walnut Creek Middle School | |
| 9. Oakley Park Elementary | 18. Walled Lake Central High School | |