



(541) 386-2055 / [community.ed@hoodriver.k12.or.us](mailto:community.ed@hoodriver.k12.or.us)

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Dear Parents/Legal Guardians of Students,

The Prime Time After School Care Program is designed to provide safe, secure and consistent high quality after-school care for grades K-5. The program will consist of educational, recreational and social enrichment opportunities.

Included in this packet you will find all policies and procedures that are fundamental to HRCSD Prime Time. **Please fill out the attached forms completely. Sign, date and return to the primetime director, of the site where your child(ren) will attend, or to the Community Education office. If you complete this application during the summer please call the Community Education office for more information.** Completion of this paper work is mandatory.

**Please Keep Policy Page For Reference.**

**Open enrollment** continues through one week prior to first day of school. After that time frame you must speak with the school site director or the Community Education office your student will participate in to secure a spot.

**Rates (there is a minimum 1.5 hour charge for each day attending Prime Time):**

- There is a \$35.00 annual registration charge per child
- Base Rate: \$3.85 per hour
- If you have 2 or more children enrolled at Prime Time rate : \$3.50 per hour per child

#### **SITE DIRECTORS:**

**May Street Elementary School:** 2:10-5:30 p.m. 541-386-5826  
Susan Lathrop- [susan.lathrop@hoodriver.k12.or.us](mailto:susan.lathrop@hoodriver.k12.or.us)

**Westside Elementary School:** 2:10-5:30 p.m. 541-386-5827  
Jason Carpenter - [Jason.carpenter@hoodriver.k12.or.us](mailto:Jason.carpenter@hoodriver.k12.or.us)

Email back to [community.ed@hoodriver.k12.or.us](mailto:community.ed@hoodriver.k12.or.us), hand deliver this packet to your Site Director, or mail/deliver to: Community Education 1011 Eugene St, Hood River OR 97031

## Please Read and Keep This Page

### Purpose:

To provide safe, secure and consistent high quality after-school care for grades K-5. The program will consist of educational, recreational and social enrichment opportunities.

### Operating Hours:

The program is open Monday-Friday on each day school is in session. The program does not operate on school vacations or other days when the schools are closed.

**Inclement Weather:** The program does not operate on days of school closures due to severe weather. **On days when a severe weather event forces an early closure, Prime Time will operate after school is released and close when the last student is picked up.**

## PROCEDURES

- **Absences:** Call your Prime Time location if your child will be absent on a regularly scheduled day. Directors must be notified directly, by phone, in person, or via email, if your student is not attending on a scheduled day. Please communicate with us regarding changes in advance. **If you child is absent / does not attend Prime Time on a regularly scheduled day and we are not notified, you will be charged the minimum 1.5 hour charge per child.**
- **Missing Students:** Students are tracked by the Prime Time staff each day. If your child is scheduled to attend but does not check-in, our staff will communicate with the school and parents to identify the whereabouts of your child. The security of your student after school takes our immediate and foremost attention.
- **Enrollment:** Forms must be completed prior to 1<sup>st</sup> day of program. **Your enrollment is not official until you have confirmed with your director that space is available for your child.**
- **Health and Illness:** Students who are ill and are not in school will not be allowed in the Prime Time program. If a student becomes ill at Prime Time, the parent will be notified and asked to pick up the student immediately.
- **Insurance:** Parents are encouraged to carry medical insurance which will cover their student or students in the event of an accident at school. A liability release form must be signed by the parent or guardian before the student can participate in the program.
- **Check-in and check-out Procedure:** At the end of the program each day, students shall leave the premises only with the parent(s) and/or authorized person. Parent(s)/authorized person are to pick up their student **inside** the building and must check-out the child each day. Parents need to contact the Program Director if someone other than any authorized person will be picking up their student.
- **Late check-out Procedure:** The Prime Time program ends at 5:30 p.m. If you arrive later than the scheduled ending time to pick up your child, you may be charged a late fee.

## **Payment Procedure:**

You may elect to have your payments made via credit card automatically once a month. You will be emailed a receipt the day of payment. Please contact the community Education office or fill out the form included in this packet. If you do not choose recurring payments, invoices will be emailed on the 5<sup>th</sup> and the 20<sup>th</sup> of the month. If you have trouble making payments or need assistance, please contact the Community Education office. Communication with our office is **critical** if you fall behind in payments / need assistance.

## **Payments:**

- All cash payments are made directly to the Program Director or Community Education office. All cash transactions must be receipted – please ask for a receipt.
- All checks must be made out to Community Education Prime Time. You can leave them with the director or mail/bring them to the Community Ed office at: **1011 Eugene St, Hood River, OR 97031**
- You may request automatic billing to a credit or debit card. A form is included in this packet or contact Community Education to have your card placed on file with them.
- You may also logon to the SACC system and pay with a credit card. This is **not** the same system used for registration for other Community Education classes.  
<https://hoodriver.sacc.rschooltoday.com/public/home> . Email [community.ed@hoodriver.k12.or.us](mailto:community.ed@hoodriver.k12.or.us) to get set up with a username and password if you do not already have one. Once you have logged in, enter the family accounts tab and select *payments*.
- A Late Payment fee of \$25 may be charged to accounts with outstanding balances over 60 days.

The Tax ID # is 93-6000502.

# Student & Guardian Information

For internal use only  
Date Application Received/ By \_\_\_\_\_ / \_\_\_\_\_  
  
Date student accepted \_\_\_\_\_

Please check one of the following:

- ❖ **Full time:** \_\_\_\_ **Days needed: Mon - Fri**
- ❖ **Part Time: Days** \_\_\_\_ **Mon.** \_\_\_\_ **Tues** \_\_\_\_ **Wed** \_\_\_\_ **Thurs** \_\_\_\_ **Fri:**
- ❖ **Occasionally:** \_\_\_\_ *Pre-arranged with site director*

First date your student(s) will attend Prime Time: \_\_\_\_\_

School attending: \_\_\_\_\_

Student Name: \_\_\_\_\_ Gender: \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

Student Name: \_\_\_\_\_ Gender: \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

Student Name: \_\_\_\_\_ Gender: \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Please provide as many contact numbers as possible. We may need to contact you in the event of an emergency.

Parent/Guardian 1 Name(s): \_\_\_\_\_

Parent 1 Cell # \_\_\_\_\_

Parent 1 Work # \_\_\_\_\_

Parent 1 E-mail \_\_\_\_\_

Parent/Guardian 2 Name(s): \_\_\_\_\_

Parent 2 Cell # \_\_\_\_\_

Parent 2 Work # \_\_\_\_\_

Parent 2 E-mail \_\_\_\_\_

## OTHER PERSONS TO BE NOTIFIED IN CASE OF ILLNESS, ACCIDENT, OR EMERGENCY:

1. Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

## Persons permitted to remove student:

Mother: Yes \_\_\_\_ No \_\_\_\_      Father: Yes \_\_\_\_ No \_\_\_\_

*If you checked NO, we will need a legal document that indicates parental exclusion.*

## Other Persons:

- Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_
- Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_
- Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_
- Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

*If any of the above persons do not ordinarily pick up your student, he or she will be asked to show identification*

**Medical Information:**

Known allergies (drug or natural) \_\_\_\_\_

Special medication being taken \_\_\_\_\_

Date of last tetanus shot \_\_\_\_\_

History of serious medical conditions \_\_\_\_\_

Any physical restrictions \_\_\_\_\_

Other conditions \_\_\_\_\_

Family Doctor \_\_\_\_\_

Insurance Company Name: \_\_\_\_\_ Policy #: \_\_\_\_\_

Does your child have any special factors or special supports that we need to consider when placing him/her in the Primetime program (e.g. IEP, 504, behavioral challenges, medical condition, etc.)?

yes \_\_\_\_\_ no \_\_\_\_\_

If yes, please

explain: \_\_\_\_\_

Does your child receive additional support during the regular instructional day?

yes \_\_\_\_\_ no \_\_\_\_\_

If yes, please

explain: \_\_\_\_\_

Please initial below to verify that you have read and understand this information

\_\_\_\_\_ Absences: Call Prime Time if your child will be absent on a regularly scheduled day. 24 hour notice is required to avoid a minimum charge.

\_\_\_\_\_ Inclement Weather: The program does not operate on days of school closures due to severe weather. **On days when a severe weather event forces an early closure, Prime Time will operate after school is released and close when the last student is picked up.**

\_\_\_\_\_ I give permission for my child to walk home or to sport practice following their release from Prime Time when arranged with the director.

\_\_\_\_\_ Prime time has permission to use your child’s photo in such publications as monthly newsletters, the Community Ed Facebook page or the Community Ed catalog.

\_\_\_\_\_ Prime Time staff may treat your child with Neosporin or Bandaid “hurt-free” wash?

\_\_\_\_\_ I understand that **if there is an outstanding balance over 60 days on my account**, a late payment fee of \$25 may be charged to my account.

## **PRIME TIME CODE OF CONDUCT - CONTRACT**

### **Rules:**

1. Be kind to other people. Do not exclude others from play.
2. Always respect the feelings of others. Make only positive comments.
3. Share equipment and toys with others.
4. Respect other people's belongings. Treat their things as you would want them to treat yours.
5. Listen to others when they talk.
6. Only an adult can move tables or other furnishings.
7. If you want to go outside to play, always ask permission first.
8. Be safe and organized when playing. Running inside not allowed unless it is part of the supervised activity.
9. Have fun, but remember that all school rules apply at Prime Time.
10. Harming other students is considered a **major infraction**. Hitting, kicking, pushing, spitting and throwing things are not allowed.

**Consequences: Prime Time follows Positive Behavior Intervention and Support (PBIS) along with the Hood River County school district.**

### **Levels of communication include:**

- 1) Verbal communication with Prime Time staff or directors with Parents regarding child behavior
- 2) Written report of child behavior requiring parent signature.
- 3) Parent meeting with site and HRCE director to address behavior issues.

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**Parent Signature**

**Please review our code of conduct with your child.**

**Recurring Payment Request**

\_\_\_\_\_  
Name on Card

\_\_\_\_\_  
Child/ren name

Billing address if different from mailing address:  
\_\_\_\_\_  
\_\_\_\_\_

circle one:    Visa            Mastercard

\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_  
Number

\_\_\_\_/\_\_\_\_  
expiration date

- Please bill my above credit card on the 5th of each month for my child's prime time
- Please bill by above card on the \_\_\_\_\_ of each month for my child's prime time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_