CUMBERLAND COUNTY SCHOOLS

Prime Time

PARENT HANDBOOK

2026-2027 School Year

All Cumberland County Schools district-level and school-based communications or guidance (e.g., handbooks, websites, social media communications, etc.) are subject to change at any time due to changing health or safety guidance. A copy of the most updated version of the Prime Time Handbook can be accessed HERE.

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INTRODUCTION

Welcome

Thank you for allowing us to care for your child(ren) this year! This handbook will give you an overview of the Prime Time program's goals and philosophies and our policies and procedures for the 2026-2027 school year. Please feel free to meet with the Site Director or contact the Prime Time office to discuss any content listed in this handbook. Please Note: You will be asked to sign a statement indicating that you have read and understood this handbook at the time of registration.

Mission Statement

Prime Time's mission is to help children develop to their fullest potential by providing a safe, healthy and enriching environment which supports children and strengthens family and school relationships in the Cumberland County Community.

Objective and Goals

Prime Time's objective is to provide a comprehensive before & after school care program for children. Our goals are as follows:

- ★ To help children develop to their fullest potential by focusing on:
  - Physical and recreational skills;
  - Self-awareness, confidence, and feelings of self-worth;
  - Promoting creativity and self-expression;
  - Promoting independence and decision making;
  - Interpersonal relationships.
- ★ To provide a safe and healthy environment where children can have fun.
- ★ To support and strengthen the family unit and school relationships by focusing on:
  - Improving communications
  - Involvement through parents, clubs, and family programs.

Eligibility

All children in Cumberland County Schools beginning kindergarten (no younger than five by August 31st) and no older than 12 (age limit determined by NC Division of Child Development and Early Education) who can benefit from the program are eligible to attend. At any time during the year when a child becomes 13 years old they are no longer eligible to attend and will be removed from enrollment. Parents will be notified or you may call the office at (910) 678-2451.

Notice to Parents

- ★ It is your responsibility to keep us informed of any change in employment, email address, mailing address, telephone numbers, hours of work and/or emergency contacts so we can reach you when needed.
- ★ The registration fee is a one-time fee due each school year unless your child is withdrawn from the program before school ends. A new fee will apply if you return in the same school year.
- ★ If your child requires medication during Prime Time, please fill out all necessary medication forms and return them (with the child's medication) within 14 days to the Site Director. These forms are available at the Prime Time Administrative Office or at your child's Prime Time site.
- ★ If you have a credit on your child's account, the primary account holder can request a refund by writing or calling the Prime Time Administrative Office. Any credit remaining on your account 1 year after discontinuing service will automatically be refunded to the primary account holder by check and mailed to the address on file.
- ★ Prime Time follows the Cumberland County School's district calendar and operates during Spring Break and inclement weather when the Cumberland County School employees are allowed to be in school buildings at the Superintendent's discretion.
- ★ All paperwork will be kept on file until the end of the school year. After this time, paperwork will be shredded and disposed of properly.
- ★ Prime Time is not responsible for children's personal belongings that are lost, damaged or stolen. Please keep your child's valuables at home.
- ★ Prime Time is located in the cafeteria during program hours.

Staff Qualifications

When it comes to staff, Prime Time's standards are as high as yours. All staff undergo a criminal background fingerprint check before hire and every five years thereafter. Employees are required to have a physical exam, tuberculin test (TB) and complete training before working with children. All staff are expected to become certified in Infant, Child and Adult First Aid/CPR and maintain the certification throughout their employment.

Based on education and training, Prime Time staff must qualify with the North Carolina Division of Child Development and Early Education (NCDCDEE) for their position (Group Leader or Site Director) and must complete a minimum of 15-hours of ongoing professional development annually. Annual training is reviewed by the DCDEE licensing consultants during compliance visits to each Prime Time program.

GENERAL INFORMATION

Discipline

Praise and positive reinforcement are effective methods in the behavior management of children. When children receive positive, non-violent, understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities and self-discipline. Based on how children learn and grow, this facility will provide the following discipline and behavior management policy:

We DO:

- ★ Praise, reward and encourage the children
- ★ Reason with and set limits for the children
- ★ Model appropriate behavior for the children
- ★ Modify the program environment to attempt to prevent problems before they occur
- ★ Listen to the children
- ★ Provide the children with natural and logical consequences for their behaviors
- ★ Provide alternatives for inappropriate behavior to the children
- ★ Treat children as people and respect their needs, desires and feelings
- ★ Ignore minor misbehaviors
- ★ Explain things to children on their level
- ★ Stay consistent in our behavior management program
- ★ Use short, supervised breaks when children are outside

We DO NOT:

- ★ Spank, shake, bite, pinch, push, pull, slap or otherwise physically punish the children
- ★ Make fun of, yell at, threaten, make sarcastic remarks about, use profanity or otherwise verbally abuse children
- ★ Shame or punish children when bathroom accidents occur
- ★ Deny food as punishment
- ★ Relate discipline to eating
- ★ Leave children alone, unattended or without supervision
- ★ Leave children in locked rooms, closets or boxes as punishment
- ★ Criticize, make fun of or otherwise belittle children, parents, families or ethnicities

Appropriate behavior is expected of all children. Inappropriate behavior is dealt with by reasoning with the child, encouraging the use of the Calm Corner (please see next page) and requesting parental reinforcement from home. Persistent behavior problems, which disrupt the program for other children, may be cause for a child's suspension or expulsion from the program. If a child is removed from the program due to an ongoing behavior issue, no refund will be given for the unused week of care that has been paid by the parent(s).

We have a zero-tolerance policy for bullying, fighting and threats to harm oneself, children or staff. The use of social media is also prohibited. Children who participate in these behaviors may be suspended or expelled from the program. A child's dismissal from the program will be at the Director's discretion and based on the severity of the incident(s).

We do not share information regarding the discipline of other children, and parents are not permitted to approach another child in the program regarding discipline matters.

Calm Corner

The Calm Corner is a place where children can do self-directed activities to help themselves regulate their emotions and manage their behavior. It is similar to the Calm Corners used in CCS classrooms across the district. Our policy is not to punish children but to guide them into making good behavior choices. When the Calm Corner option is not available (i.e., during outdoor time) and children need a few minutes to decompress, children may be asked to take a break away from their activity by standing with the Prime Time staff.

Photography

Cumberland County Schools Prime Time uses photographs, slides, videos or illustrations of students for many purposes. Some examples include, but are not limited to newsletters, annual reports, print media, presentations, videos, news stories produced by the school system, website, and other news media or in other similar forms of communication. You will be asked to approve or disapprove of your child being photographed at the time of registration. You can update your response at any time by contacting the Prime Time Administrative Office.

Pick-Up/Drop-Off Procedures

All children MUST be signed in and out each day by their parent/guardian or an authorized person 16 or older whose name appears on the registration/emergency forms. NO EXCEPTIONS TO THIS RULE!

Persons signing children in and out each day will need a 4-6 digit PIN. PINS will be selected and assigned by the primary account holder in their EZChildTrack Parent Portal. You may not use the same PIN for multiple people. Please be sure the person from the emergency form picking your child up has been assigned a PIN and they know what that PIN is when they arrive at the Prime Time site. Please be prepared to present a valid photo ID and to retrieve your child from the current activity each day when picking up. We care about your child and never want to release him/her to an unauthorized person.

If you need to add, change or delete someone on the pick-up list, please call the Prime Time Administrative Office at (910) 678-2451.

It would be helpful if all parents would provide pictures on their Parent Portal to help us identify quickly who is allowed to pick up a child.

Confidentiality and Ethics in Reference to Children's Records

Prime Time employees working at the Prime Time locations and the Administrative Office will be privileged to confidential information as they work with children and their families. A strict code of ethics will be maintained to ensure the private nature of shared information.

Confidentiality of Records

1. All records about children and families are locked up when the program is not in operation.
2. During program operation, information is available two ways- Confidential family information, to which only Cumberland County Schools and Prime Time employees and Administrative Office personnel have access, is available via Cumberland County Schools Infinite Campus & EZChildTrack software systems. Information such as emergency contacts, phone numbers and other pertinent items, to which any Prime Time staff can have instant access, is onsite.
3. Items kept onsite should never be removed from a Prime Time location unless returned to the Prime Time Administrative Office to be destroyed or summoned by a court of law.
4. At the end of each school year, record documents are destroyed/shredded and discarded securely by Cumberland County Schools.
5. All information in the file must be available for review by a North Carolina Division of Child Development representative at all times per NC General Statute 110-91(9).

In most cases, a parent's written and signed authorization is required before information concerning a child can be disclosed to individuals outside of the Cumberland County Schools Prime Time Before and After School Program. Below are some of the cases in which the law dictates that a parent's signed authorization may not be required in order for Cumberland County Schools Prime Time Before and After School Care to release information:

- ★ If a Cumberland County Schools Prime Time staff believes that the student is likely to harm himself/herself and/or another person, the staff may take action necessary to protect the student or others by contacting the appropriate authorities or medical provider.
- ★ If a Cumberland County Schools Prime Time staff has cause to believe that the student has been or may be abused or neglected, the staff is required to make a report to the appropriate state agency.
- ★ If a child's records are requested by a valid subpoena or court order, Cumberland County Schools Prime Time must respond.

In cases where Prime Time receives a request for information to be released, the Director will verify validity as well as ensure, if necessary, with the Cumberland County School Board Attorney that Prime Time is acting within the legal limits of the law. A copy of any request will be provided to parents and maintained in the child's file.

Ethical Considerations

1. Prime Time will get written permission to photograph or video children. The permission informs parents that the images of children may be used in slides, videos, or as illustrations in newsletters, training materials, annual reports, marketing materials or news stories.
2. Without written permission from the parent, information regarding students enrolled in Prime Time will not be released unless Prime Time is required to do so by law.
3. Prime Time will only break a strict code of confidentiality when a child is endangered within the areas of health, neglect or abuse. Prime Time may need to report confidential facts without permission to the authorities, only in the child's best interest.
4. When children impart information to a Prime Time employee that implies neglect or abuse, Prime Time is legally obligated to report the information to the appropriate authorities.
5. Prime Time employees will not discuss one family with another family.
6. Both children and parents have the right to be spoken to in private. Prime Time employees will not correct or speak of personal matters in front of other staff members, visitors, parents, caregivers or children. Incorrect behavior should be discussed privately with parents.
7. Children have the right to display feelings. However, if children lose control, they have the right to be allowed a private place for expressing their emotions with a Prime Time employee nearby to give reassurance when needed.
8. It is unethical for a Prime Time employee to pursue personal business while being paid to supervise children.
9. Questions that a Prime Time employee may have regarding a policy or personal matter of a child's family should be asked of the supervisor or the Director of Prime Time rather than of a Prime Time co-worker to avoid the potential for gossip.
10. Prime Time employees working with children should refer to their supervisors or the policies set forth in the Employee Handbook to avoid the inappropriate discipline of a child.
11. Personal information about families, such as a newly instituted separation or divorce, an arrest, a serious illness or job loss, should be divulged to other Prime Time employees working with the specific child being affected to the extent they need to know to support the child. Those who seldom have contact with that child may not need to know family details. Careful judgment must be made by the supervisor.
12. Prime Time employees will avoid repeating stories about families that children share. This information should always be treated as privileged information. Prime Time employees are encouraged to document such information. This documentation should be kept confidential and secured at all times.
13. Prime Time employees will avoid judging a family or imposing his or her own values on a child if there is a difference between the staff's beliefs and that of the child's family.
14. Prime Time staff will follow the National Afterschool Association Code of Ethics.

Cell Phone & Small Electronics Policy

Cell phones and other small electronics like iPads continue to advance and offer multi-use functions like camera, video recording, music player, texting, web browsing and video games. When misused, these functions can put children at risk of exposure to age-inappropriate material and even lead to emotional injury. Prime Time will enforce a no cell phone and small electronics policy to ensure all students' privacy and safety. **Please note: Cumberland County School issued Chromebooks are permitted to complete homework only.**

Our policy is designed to:

- ★ Reduce the stress associated with the damage to and theft of electronics.
- ★ To promote socialization by allowing your children to fully embrace and "plug into" the connections they make with other children as they "unplug" from their electronics.
- ★ Ensure that your children are not exposed to inappropriate material.
- ★ Ensure that pictures or videos of your child(ren) are not posted on social media sites by other students.

We understand that parents look to cell phones to communicate with and check on their children throughout the day. However, children will still only be a phone call away without their cell phone at Prime Time. You're always welcome to call your child at the Prime Time program. We have a landline number as well as a cell phone at each site. Whether we're in our designated space, out in the field, on the playground or immersed in a special event, you will always be able to reach us. The site's contact numbers will be given to you on the first day of the program.

We want to assure you that parents and guardians will be contacted if:

- ★ Your child is ill.
- ★ Your child needs medical attention offsite.
- ★ There are questions regarding medications or the healthcare of your child.
- ★ Your child asks to call you.
- ★ Your child is unable to function within the program rules in a healthy manner.

Any cell phones brought to Prime Time will be placed in the child's cubby. For any reason, Prime Time will not be responsible for the loss or damage to any cell phones or electronics brought to the program.

Please note: If your child requires a cell phone for their medical or behavioral needs, a doctor's note will be required. Cell phones and iPads cannot be used due to DCDEE screen time limitations.

Teacher Workdays

Prime Time is open on scheduled teacher workdays from 6:30 a.m. until 6:00 p.m. at designated All Day Care locations. Please see the calendar for the specific days that Prime Time is open. If your child will be attending, please **call the Prime Time Office to enroll at least two business days in advance of the teacher workday**.

Fees: There is no additional charge for care on Teacher Workdays for children enrolled in a weekly Prime Time program.

Parents need to be aware that their child must be picked up by 6:00 p.m. Late fees will be charged at $3 per minute per child.

Prime Time will offer two snacks on All Day Care days, but lunch is not provided. Parents will need to pack a nonperishable lunch, including a beverage, on these days.

Children may not be dropped off for All Day Care without prior registration. Registration and payment must be completed at least two business days in advance. If an exception is approved and a child attends without advance registration, the parent/guardian must provide lunch, two snacks, and beverages for their child(ren).

If your child is signed up to attend and you no longer need care, please call the Prime Time Office to remove your child's name from the list.

Last Day of the Program

The last day of the 2026-2027 Prime Time traditional program will be June 4th, 2027 and June 11, 2027 for year-round programs.

FEES & FINANCIAL POLICIES

School Year Fees

Registration: $40 per child (Non-Refundable)

Program Options	Weekly Fees
Before Only Care available from 6:30 am until school begins.	**$60**
After School Only Care available from school dismissal until 6:00 pm	**$68**
Before & After School Care available from 6:30 am until school begins & school dismissal until 6:00 pm.	**$78**
All Day Care Weeks Care available from 6:30 am until 6:00 pm.	**$100**

Special Discount for Active Military

The Military Child Care in Your Neighborhood program (MCCYN) provides fee assistance for families of Active Duty Service Members who are unable to access on-post child care. If you are interested in applying, please contact CCAA at 1.800.793.0324 to start the application process.

Child Care Subsidy

Prime Time accepts child care subsidy vouchers from DSS and other subsidy providers. Families receiving DSS vouchers are required to pay their weekly fee on Fridays and will be responsible for any late payment and late pick-up fees that are incurred. If a voucher is pending or expired parents will be responsible for paying the full weekly rate until an active voucher is received. Please note DSS only allows children to miss 10 days of care in a month before it affects their subsidy. These days do not have to be consecutive. Please contact Beverly Briales at (910) 678-2451 to verify if Prime Time accepts subsidy from a specific provider.

Payments

Prime Time is a continuous program that runs on a prepayment basis. Once you have registered your child for the Prime Time program, you must make a payment every week. Payments are due on the Friday before the week of care.

How can I pay?
Prime Time accepts cash, money orders, checks, debit (with logo on it), Visa or MasterCard. Payments can be made in one of the following ways:

1. **In person at the Prime Time Administrative Office**
   Street Address:
   Prime Time
   1114 Gillespie Street
   Fayetteville, NC 28306

   Hours of Operation: Monday-Friday, 8:00 a.m. until 5 p.m.

2. **Online through the EZChildTrack Parent Portal** *ezchildtrack.com/ccsprimetime/parent*
   Your Parent Portal is available to you to make payments any time of day. If you pay online using an e-check please allow 3-4 business days for processing. Please note: Upon initial e-check payment submission you will receive a statement that your e-check is processing. When your check clears, you will receive a receipt. There is a $1.50 processing and handling fee for all e-checks transactions.

   If you do not have access to a computer or a smartphone you may call the office at (910) 678-2451 and someone will help you with your payment. Debit and credit card payments (Visa/MasterCard) by phone may be subject to a convenience fee in addition to the 4.95% regular processing and handling fee.

3. **By Mail**
   Please allow ample time for payment to be received by the Prime Time Office. Once the check or money order is received, the account holder will receive a receipt via email. Late fees will apply if checks are received past the Friday due date.

   Mailing Address:
   Prime Time
   1114 Gillespie St
   Fayetteville NC 28306

4. **Drop payment in the dropbox in front of the Prime Time building**
   The dropbox is available for parents to submit a payment 24 hours a day seven days a week. Payments placed in the drop-box after 5:30 p.m. will be processed the following business day and may be subject to a late payment fee.

5. **Bill Pay with your Bank**
   Check your bank's website for directions on setting up a bill pay account. We ask that parents list their Prime Time account number and child's name on all bill pay checks. Please use the mailing address listed above.

Checks & Money Orders

If you are paying by personal check or money order, please include:

- Prime Time Account #
- Child's Name
- DL # and State
- Full Name
- Address
- Phone Number

Please note: If a check is returned due to insufficient funds, Prime Time will not resubmit the check. Please see the "Returned Check Policy" section for more information.

Late Fees & Nonpayment

Payments received after Sunday at 11:59 p.m. of the week before care are considered late and accounts will be charged a $30 late payment fee. All late payments should be paid by cash, money order or credit card. **Children will be automatically withdrawn from the program on the Friday of the week of care if payment is not made in full for the current week.** Please note: Payments placed in the drop box after 5:00 p.m. will be processed the following business day and may be subject to a late payment fee.

Schedule Changes & Withdrawals

If you need to make a change to your child's schedule to add or delete a program option you may request that change in your EZChildTrack Parent Portal. For example, if you are currently signed up for after school only and you need before and after school you will click "Request Change" on the right side of the screen once you access your Parent Portal. The date you key will be the effective date of the change, based on availability, and you will be billed accordingly. Changes can also be requested by calling the Prime Time Administrative Office.

Withdrawals MUST be requested in your EZChildTrack Parent Portal. If a withdrawal request is submitted on Monday or Tuesday service can be ended as early as Friday of the current week. If the request is submitted Wednesday, Thursday or Friday the withdrawal will take effect no earlier than the following Friday. If you wish to re-enroll your child later, a new $40 registration fee will apply. **Remember that Prime Time is a continuous program and you are financially responsible for every week of care until your enrollment period ends.**

Absences

There are NO refunds, credits, transfers of payment for absences, sickness, mishaps, or holidays. Whether your child attends the entire week, a partial week or not at all, full payment is due unless you withdraw your child with prior notification from the program. A full week's fee is required if your child is absent for any amount of time. If a child needs to be away from the

program for more than a week, it is best to withdraw your child from the program and pay another non-refundable registration fee when your child returns.

If a child has not attended the Prime Time program for 5 consecutive business days, the child will be deleted from the program and the parent will be responsible for the account balance.

Refunds

If you have a credit on your child's account, the primary account holder can request a refund by writing or calling the Prime Time Administrative Office. Any credit remaining on your account 1 year after discontinuing service will automatically be refunded to the primary account holder by check and mailed to the address on file. **Please ensure we have the most up-to-date address on file to prevent a delay in your refund.**

Partial Weeks

Prime Time does not prorate weeks with the exception of the Inclement Weather Policy and predetermined special rate weeks. If the program is closed for part of a week payment for the entire week must still be paid to the Prime Time Office. Holidays and Teacher Workdays are taken into consideration when determining rates. There will be an All Day Care rate for the last week of the program, May 25th-May 29th, 2026.

Late Checkout

Parents will be charged a $3.00 per minute per child late fee if they pick up their child after 6 p.m. The late check-out fee must be paid before the next week of care. Any late pick-up charges that are incurred on Fridays must be paid by 11:59 p.m. on Sunday to avoid receiving a $30 late payment fee. After three late pick-ups, your child(ren) may be dismissed from the program.

Return Check Policy

Prime Time will gladly accept your checks (paper or e-check). However, if your check is returned, the parent/guardian will be responsible for the face amount plus a $30.00 returned check fee and any late payment fees that apply. In addition, your check writing privileges will be revoked for one calendar year for a first offense, two years for a second offense and permanently for a third offense. **Also, your child will not be allowed to return to the program until you have fulfilled your financial obligation to Prime Time. Your account will still be charged until the parent calls the office and withdraws the child(ren) from our program.** Cash, money order and credit cards will be accepted for future payments. To restore check writing privileges, the account holder will need to contact the Prime Time Administrative Office in the appropriate time frame.

If your check is returned, you will be notified by email and an on-demand invoice will be sent to you. We ask that once you receive the invoice you pay the balance immediately to avoid receiving additional fees and a break in service. Please note: If your account is paid by someone other than

an account holder, the account holder(s) will still be responsible for all fees and balances incurred as a result of the returned check.

Inclement Weather

During the threat of inclement weather, the Superintendent or designee will determine the operating hours of Prime Time. The Superintendent or designee will notify parents as early as possible and will take the safety of all students and staff into consideration. We acknowledge that the decision may, in some cases, lead to an inconvenience, but the decision is made with safety in mind.

Unless altered by the Superintendent or designee, Prime Time will operate as follows on inclement weather days:

- ★ If school is dismissed early for inclement weather, Prime Time will operate for two (2) hours after dismissal. Children picked up after two hours will be charged a late fee of $3.00 per minute per child.
- ★ If the schools are delayed for children or staff due to inclement weather, the Prime Time morning program will be canceled.
- ★ If inclement weather falls on a teacher workday and it is an optional day for employees of Cumberland County Schools, the Prime Time program will be open. The Superintendent or his designee will determine the hours of operation on that day.

If it is determined by the Superintendent or designee that it is not safe for Prime Time to operate, the following discounts will apply:

- ★ Early Release Day- No discount given.
- ★ Closed for One Day- No discount given.
- ★ Two consecutive days closed in one week– 15%
- ★ Three consecutive days closed in one week– 35%
- ★ Four consecutive days closed in one week– 55%
- ★ Five consecutive days closed in one week– 75%

If school is closed on Friday of one week and on Monday of the next week, the days are not considered consecutive days. **School must be completely closed for two full days in the same week for the discounted rates to apply.** Families should refer to the Cumberland County Schools' website and social media pages or local news channels for up-to-date information regarding delays, early releases and closures.

Tax Statements

Primary account holders may view and print their tax statements through their parent portal at www.ezchildtrack.com/ccsprimetime/parent. Please click on 'View Statements' to access the tax documents.

PROGRAMMING

Activities

Each week the children will participate in a wide variety of themed activities based on the state-approved Funnydaffer curriculum, ensuring a balance of learning and fun. Activities fall within these categories: Builder's Zone, Imagination Station, Indoor/Outdoor Games, Groove Corner, Game Galaxy, Character Cove, and STEMville. The children can participate in staff-instructed activities or may choose self-directed activities for their enjoyment.

Example Activity Schedule
Dismissal–3:30 p.m.– Snack, Restroom, Outdoor Play
3:30 p.m.–4:30 p.m.– Activity One: Staff Instructed Activity & Children's choice at the activity Enrichment Station*
4:30 p.m.–6:00 p.m.– Supervised Free Time- All Enrichment Stations Open

*Knowledge Knook will be open as an alternate option if a child chooses not to participate in staff-instructed activities.

*Children may choose to do their homework from school dismissal until closing.
Please Note: Homework is a self-directed activity.

Enrichment Stations

Builder's Zone

The Builder's Zone fosters creativity, imagination, and exploration as children experiment with LEGOs, wooden blocks, Lincoln Logs, and more, discovering new ways to engineer them. Whether they're constructing structures, sorting and arranging objects, solving puzzles or engaging in sensory play, children actively learn and develop vital skills that will benefit them in all areas of their lives.

Character Cove

Here children are encouraged to use their imagination to create and act out stories and scenarios. Whether they're playing house, pretending to be superheroes, putting on a puppet show or hosting a tea party, children are actively learning and developing in a fun and meaningful way. At Character Cove, every moment is an adventure!

Game Galaxy

Whether children are teaming up to conquer a cooperative game or engaging in friendly competition, board games provide opportunities for children to communicate, collaborate, and

practice good sportsmanship. Every roll of the dice, spin of the spinner, and strategic move brings joy, learning and connection!

Groove Corner

By offering a wide range of musical instruments, props, and interactive activities that inspire children to sing, dance, clap and move to the beat this station enhances children's sensory experiences, promotes physical fitness and stimulates cognitive development. Children will have endless opportunities to explore their musical talents and discover the joy of self-expression through movement. At the Groove Corner, every beat, step, and melody leads to a world of discovery, learning and joy!

Imagination Station

Here, children can unleash their artistic talents and express themselves through painting, drawing, sculpting, collage-making, and more. Our Imagination Station is a haven for creativity where children can craft one-of-a-kind masterpieces that reflect their unique vision. Welcome to a world where creativity knows no bounds!

Knowledge Knook

At the Knowledge Knook, children have a dedicated space to complete homework assignments and engage in independent reading. It offers resources and materials to support children's learning and academic success, such as age-appropriate books, reference materials, paper, pencils and pencil sharpeners. Tri-fold homework boards are also available to give children a more private space free of distractions. At Knowledge Knook, every moment spent learning is a step toward future success!

STEMville Station

At the STEMville station children delve into challenges that pique their curiosity and fuel their passion for learning. From conducting science experiments to solving engineering challenges, children learn to think like scientists and engineers by asking questions, making predictions, testing hypotheses and drawing conclusions. At this station there's something for every budding scientist, engineer, and mathematician to enjoy.

Outdoor Policy

In accordance with North Carolina Child Care Requirements for School-Age Programs (**10A NCAC 09 .2508**), Prime Time ensures that all students engage in daily physical activity. We believe that after a long school day, children need the opportunity for "active play" to support their physical health and social-emotional well-being.

- **Daily Requirement:** Each child will participate in a minimum of **30 minutes** of outdoor play daily, weather permitting.
- **Inclement Weather:** If outdoor play is not possible due to adverse weather (lightning, extreme heat index, or dangerous wind chill), students will participate in **vigorous indoor activities** such as gross motor games, organized sports, or movement-based play.

- **Weather Watch:** We utilize the North Carolina *Child Care Weather Watch* guidelines to determine safe temperatures for outdoor play. A copy of the DCDEE Weather Watch is available on the last page of this handbook.
- Short periods of outdoor time may be provided even in cold or hot weather to provide fresh air.

Because outdoor time is a core component of our daily schedule, please ensure your child has appropriate footwear (sneakers) and outerwear (coats, hats, or gloves) suitable for the season.

Snacks & Meals

All snacks served by the Prime Time program meet all USDA standards.

If your child has a food allergy, please ensure that a Special Diet Order form is on file with your child's school and notify the Prime Time staff about the allergy by listing it in the Prime Time Health Information section of the registration form. Parents are welcome to review the snack menu on the Prime Time Information Board near the sign-out table. or on the Cumberland County Schools website.

Prime Time **does not** furnish lunch or supplemental food items on All Day Care days. As such, parents will be responsible for providing lunch and a beverage on these days. We encourage parents to provide healthy and nutritious meals for their children.

Meal delivery services are not permitted due to the possibility of cancellation without notice by the delivery service.

Microwaves will not be available for student use.

Children are not permitted to share meals.

HEALTHCARE POLICIES & PROCEDURES

Sick Children

If your child becomes sick we will isolate your child and you will be notified to pick him/her up within one hour. If we are unable to contact you immediately, we will contact those individuals listed as emergency contacts on your child's account. **Late check-out charges of $3.00 per minute may be assessed if your child is not picked up within one hour of notification.**

Prime Time will follow the exclusion policies as outlined in the Communicable Diseases Exclusion From Child Care form. This form can be reviewed at your Prime Time site or on the following website: https://ncchildcare.ncdhhs.gov/Provider/Provider-Documents-and-Forms.

Medication & Procedures

It is the responsibility of the parent/guardian to inform Prime Time staff of their child's physician's order to take medication during Prime Time. The parent/guardian must provide medication to Prime Time staff for administration within 14 days of registration into the program. Failure to do so will result in an interruption of child care service. In the absence of emergency medication(s), the school nurse will devise an emergency care plan that consists of calling 911, for which the parent will incur all costs. Please note: Prime Time does not have access to the school's medication or paperwork.

For all medications, including topical, rectal, oral, inhalers, and injections, parents/guardians are responsible for the completion of a current Physician's School Medication Form available at the Prime Time office or at your child's school. The written instructions on the form will include:

- ★ Student's Name
- ★ Name of Medication
- ★ Dosage
- ★ Route
- ★ Time to be Administered

The parent/guardian must bring the medication to the Prime Time Site Director at the child's school. **Medication must be in the original container labeled by the pharmacy**. To check in medication, parents/guardians will need to count the medication (if applicable) and sign it in on the Medication Check-In Log with the Prime Time Site Director. When your child leaves the program, medication should be signed out with the Prime Time Site Director on the child's last day.

Prime Time staff will secure emergency medications and supporting documentation for all children with documented life-threatening conditions (i.e., asthma, seizures, and food/insect allergies). Children cannot keep medication in their possession unless they are in the 4th grade

and have the Cumberland County Schools Self-Authorization form signed by a physician. All medications will be secured and mobile for transport in emergency situations.

Prime Time staff attend medication, asthma, and diabetes professional development annually and retain all certifications in the NCDCDEE documentation notebook. All Prime Time staff are certified in First Aid/CPR.

Insurance Information

The safety and well-being of our students is of the utmost importance. Notwithstanding our intense efforts at risk prevention, there will be some accidents that result in injury to some of our students during the program. Please be advised Cumberland County Schools does not provide insurance coverage for injury to students at school. However, CCS has contracted with AG Administrators and AJ Gallagher to bring you affordable, optional student accident insurance. To review coverage options and to enroll please visit https://www.ccs.k12.nc.us/page/student-accident-insurance or call 1-877-345-8928. It is essential you make arrangements for insuring your child against accidents.

****If you do not have insurance we will need a notarized statement indicating Prime Time is not liable for accidents concerning my child if Prime Time was not negligent.**

Reducing & Eliminating Germs in our Program

As a licensed school-age program with North Carolina's Department of Child Development and Early Education (NCDCDEE), Prime Time is required to follow strict sanitation practices during program hours. To reduce and eliminate germs in our program, we do the following:

- ★ Daily, bathrooms used by Prime Time are sprayed with Virex, a NCDCDEE approved hospital-grade disinfectant.
- ★ Every day upon arrival to the program and before and after snack, staff wash all program tables with warm soapy water then spray a bleach solution on tables where it will sit for 2 minutes before being wiped dry.
- ★ Staff and children will wash their hands several times throughout the day:
    - Upon arrival to the program
    - Before eating a snack
    - Upon coming in from outside
    - In-between each activity
    - Anytime they cough, blow their nose, or sneeze
    - Anytime their hands are soiled
- ★ Staff disinfect toys and materials, cubbies, and non-porous items with a bleach solution every Friday.

Healthy Habits

Prime Time staff will set an example and talk to children about the following healthy habits to prevent the spread of germs.

Using Facial Tissues

1. Parents and guardians should encourage their child to cover coughs and sneezes with a tissue.
2. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
3. If soap and water are not readily available, hand sanitizer containing at least sixty percent alcohol can be used for children who have been taught to use hand sanitizer safely.

*If a tissue is not available, children and staff will be encouraged to cough in the bend of their arm to contain respiratory droplets from spreading.

Handwashing Procedures

1. Wet hands with water.
2. Apply soap from the dispenser.
3. Rub hands together (front, back, in-between fingers, tips of fingers, and around thumbs) for at least 20 seconds (sing the happy birthday song twice).
4. Rinse hands thoroughly with free-flowing water.
5. Dry hands with a paper towel.
6. Turn the faucet off with your paper towel.
7. Throw paper into a no-touch trash can.

* Handwashing signs with pictures are posted next to every sink to remind children of proper handwashing techniques.

Hand Sanitizer Procedures

1. Use a dime-sized amount of hand sanitizer
2. Instruct your child to rub their hands together (as if washing)
3. Spreading the product on all sides and between fingers
4. Allow drying

*A sixty percent alcohol-based hand sanitizer will be used when soap and water are unavailable. If your child is allergic to hand sanitizer, please notify the Prime Time staff.

*When not in use, all hand sanitizer will be stored in a locked cabinet. In the event that a child ingested hand sanitizer, Prime Time will call Poison Control at (800) 222-1222 and follow their guidance for care. Parents and guardians of children who ingest hand sanitizer will be contacted immediately.

ATTACHMENTS

Understand the Weather

Wind-Chill



- 30°is ***chilly*** and generally uncomfortable
- 15°to 30° is ***cold***
- 0° to 15° is ***very cold***
- 32° to 0° is ***bitter cold*** with significant risk of ***frostbite***
- -20° to -60° is ***extreme cold*** and ***frostbite*** is likely
- -60° is ***frigid*** and exposed ***skin will freeze*** in 1 minute

Heat Index



- 80° or below is considered ***comfortable***
- 90° beginning to feel ***uncomfortable***
- 100° ***uncomfortable*** and may be ***hazardous***
- 110° considered ***dangerous***

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)

Air Temperature \ Wind Speed in mph	Calm	5	10	15	20	25	30	35	40
40	40	36	34	32	30	29	28	28	27
30	30	25	21	19	17	16	15	14	13
20	20	13	9	6	4	3	1	0	-1
10	10	-1	-4	-7	-9	-11	-12	-14	-15
0	0	-11	-16	-19	-22	-24	-26	-27	-29
-10	-10	-22	-28	-32	-35	-37	-39	-41	-43
-20	-20	-34	-41	-45	-48	-51	-53	-55	-57
-30	-30	-46	-53	-58	-61	-64	-67	-69	-71

Comfortable for out door play | Caution | Danger

Heat Index Chart (in Fahrenheit %)

Temperature (F) \ Relative Humidity (Percent)	40	45	50	55	60	65	70	75	80	85	90	95	100
80	80	80	81	81	82	82	83	84	84	85	86	86	87
84	83	84	85	86	88	89	90	92	94	96	98	100	103
90	91	93	95	97	100	103	106	109	113	117	122	127	132
94	97	100	102	106	110	114	119	124	129	135			
100	109	114	118	124	129	136							
104	119	124	131	137									
110	136												

2009

Child Care Weather Watch

Watching the weather is part of a child care provider's job. Planning for playtime, field trips, or weather safety is part of the daily routine. The changes in weather require the child care provider to monitor the health and safety of children. What clothing, beverages, and protections are appropriate? **Clothe** children to maintain a comfortable body temperature (warmer months - lightweight cotton, colder months - wear layers of clothing). **Beverages** help the body maintain a comfortable temperature. Water or fruit juices are best. Avoid high-sugar content beverages and soda pop. **Sunscreen** may be used year around. Use a sunscreen labeled as SPF-15 or higher. Read and follow all label instructions for the sunscreen product. Look for sunscreen with UVB and UVA ray protection. **Shaded** play areas protect children from the sun.

Condition **GREEN** - Children may play outdoors and be comfortable. Watch for signs of children becoming uncomfortable while playing. Use precautions regarding clothing, sunscreen, and beverages for all child age groups.
INFANTS AND TODDLERS are unable to tell the child care provider if they are too hot or cold. Children become fussy when uncomfortable. Infants/toddlers will tolerate shorter periods of outdoor play. Dress infants/toddlers in lightweight cotton or cotton-like fabrics during the warmer months. In cooler or cold months dress infants in layers to keep them warm. Protect infants from the sun by limiting the amount of time outdoors and playing in shaded areas. Give beverages when playing outdoors.
YOUNG CHILDREN remind children to stop playing, drink a beverage, and apply more sunscreen.
OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens). They may resist applying sunscreen and drinking beverages while outdoors.

Condition **YELLOW** - use caution and closely observe the children for signs of being too hot or cold while outdoors. Clothing, sunscreen, and beverages are important. Shorten the length of outdoor time.
INFANTS AND TODDLERS use precautions outlined in Condition Green. Clothing, sunscreen, and beverages are important. Shorten the length of time for outdoor play.
YOUNG CHILDREN may insist they are not too hot or cold because they are enjoying playtime. Child care providers need to structure the length of time for outdoor play for the young child.
OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens), applying sunscreen and drinking liquids while playing outdoors.

Condition **RED** - most children should not play outdoors due to the health risk.
INFANTS/TODDLERS should play indoors and have ample space for large motor play.
YOUNG CHILDREN may ask to play outside and do not understand the potential danger of weather conditions.
OLDER CHILDREN may play outdoors for very short periods of time if they are properly dressed, have plenty of fluids. Child care providers must be vigilant about maximum protection of children.

Understand the Weather

The weather forecast may be confusing unless you know the meaning of the words.

Blizzard Warning: There will be snow and strong winds that produce a blinding snow, deep drifts, and life threatening wind chills. Seek shelter immediately.

Heat Index Warning: How hot it feels to the body when the air temperature (in Fahrenheit) and relative humidity are combined.

Relative Humidity: The percent of moisture in the air.

Temperature: The temperature of the air in degrees Fahrenheit.

Wind: The speed of the wind in miles per hour.

Wind Chill Warning: There will be sub-zero temperatures with moderate to strong winds expected which may cause hypothermia and great danger to people, pets and livestock.

Winter Weather Advisory: Weather conditions may cause significant inconveniences and may be hazardous. If caution is exercised, these situations should not become life threatening.

Winter Storm Warning: Severe winter conditions have begun in your area.

Winter Storm Watch: Severe winter conditions, like heavy snow and ice are possible within the next day or two.

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