

TEAM PRIME TIME

After School Program

Enrollment 2023-24

@ Highland TK-6 Elementary

Academics



Athletics



FREE EVERY DAY AFTER SCHOOL

- Limited enrollment, apply early
- Application attached
- Open to all 5th - 6th Graders
- Monday - Friday from dismissal until 6:00pm
- Professional staff at a 20:1 ratio
- Includes daily meal

PROGRAM FEATURES

ACADEMICS

Homework assistance offered every day

ENRICHMENT

Enrichment Programs may include the following:

Art Academy

Dance

Robotics

S.T.E.M. - Science, Technology, Engineering & Math

Visual Arts - Painting, drawing, sculpting and art contests

SPORTS & RECREATION

Intrasite Sports Leagues - Multiple sports

ENROLLMENT



To enroll, complete the application and return to Team Prime Time via mail, email or fax

Team Prime Time
P.O. Box 341848
Los Angeles, CA 90034
IUSD@teamprimetime.org
(310) 838-8825 fax



After School is Prime Time!



Site Phone Number: (310) 487-1589
Main Office Number: (310) 838-7872
www.teamprimetime.org

ASES Agreements 2023-2024

General Information

- ASES begins the first day of school, Monday, August 21st, 2023 and runs through Thursday, June 6, 2024.
- Spots will not be held for No Call / No Shows on the first day of school.
- The ASES program operates every school day and is closed on school holidays.
- ASES begins immediately after school and runs until 6:00 PM daily.
- Flyers are sent home with students to advertise re-enrollment procedures and dates for the program. Information is posted at each campus in the after school classrooms.
- Although applications are accepted at any time during the school year, most programs fill to capacity in the morning on the first day of school.

Enrollment Guidelines/ Waiting List

- Students are admitted on a first come/ first served basis.
- When the program reaches capacity a waiting list will be created. Students wishing to attend the program will be added to the list. As openings occur, students will be added from the waiting list. On the first day of school, numbered waiting list forms will be available.
- Parents were notified of their student's enrollment status for the 2023- 2024 school year before the end of the 2022 - 2023 school year.
- Students removed from the program for poor attendance or behavior may be added to the waiting list.
- Students must have a completed application form (signed by parent/guardian) on file before they will be enrolled.

Attendance

Funding for the ASES program is dependent upon student attendance. In order to keep after school grant funding it is important that all students have good attendance.

All students are expected to:

- Check-in and participate in all after school courses they are enrolled in
- maintain a 90% cumulative attendance rate
- arrive on time— program starts immediately after the regular day ends
- **comply with the 6 PM closing time**
- We recommend parents notify ASES when their student will be absent for an extended amount of time.
- Students must attend the regular school day in order to attend the ASES program. If your student was checked out of school and returned to ASES from an appointment, program staff must be notified by the adult dropping off the student.
- If attendance requirements are not met, student may be removed from the program.
- Parents may request a copy of their student's after school attendance at any time by contacting the Site Facilitator in advance.

Early Release Policy

Students are required to follow the policies outlined in the Early Release Policy. The Early Release Policy is posted and available at student sign out. The after school grant requires justification if students leave **before 5:50 pm**. This is not a drop-in program. Students that repeatedly leave at the beginning or during program will not meet attendance requirements. Students participating in after-school sports must report to ASES and sign in before going to practice / game. We need a copy of an official document from the agency if a parallel program is attended.

Pick-Up / Sign Out

- **PARENT PICK UP**— It is the responsibility of the parent or guardian to ensure their child is picked up between **5:50 pm-6:00 pm daily**. **STUDENTS PICKED UP AFTER 6:00 PM are subject to a late fee and POSSIBLE REMOVAL FROM THE PROGRAM**
- **BUS RIDERS** must comply with all bus rules. If a student is disruptive on the after school bus they may be removed from the ASES program. If students miss the after school bus, a parent/guardian must be able to pick the student up.
- **WALKERS**— For the safety of all (7th and 8th) grade students, walking students are required to sign out, leave campus and head directly home. Students that walk home will be released 15 minutes prior to dark during the winter months.
- **ALL STUDENTS**— **must be signed out of the program daily by an adult 18yrs or older**. ASES allows for only 7th and 8th grade students walking or parents to sign out.

Illness/Injuries/Emergencies

Your student's health and safety are first priority. The parent or guardian will be notified of illness or injury. If parent or guardian cannot be reached, emergency contacts listed on the enrollment form will be called. In the case of a serious emergency, major injury or illness, school personnel may call for emergency services.

Behavior

- Students are expected to follow all rules and participate in activities. Behaviors warranting disciplinary action include, but are not limited to, any act that is harmful or hinders cooperative play or activities.
- All regular school rules apply during the ASES After School Program at each location—**no cellphones usage during ASES Program**.
- Students may be sent home early for disruptive behavior; a parent or guardian must be prepared to pick students up early if necessary.
- Behavior that would result in a school suspension warrants removal from the after school program.
- Participation is a privilege. Any student may be removed from the program for inappropriate or disruptive behavior.
- Items that are not allowed at school are not allowed in the ASES Program.
- Parent conduct: For the safety of all students and staff, parents are expected to practice appropriate verbal and physical conduct while at the school site. Inappropriate conduct from a parent may lead to their child being terminated from the ASES program immediately.



Highland TK-6 Elementary 2023-2024



Child's Name: _____ Date Received: _____

Fall 2023 Grade: _____ Gender M/F: _____ Date of Birth: _____ / _____ / _____

PARENT OR GUARDIAN INFORMATION

Parent Name(s): _____

Address: _____ Apt. #: _____

City: _____ State: _____ Zip: _____ Home Phone: (_____) _____

Cell Phone 1: (_____) _____ (mom/dad) Cell Phone 2: (_____) _____

Email 1: _____ (mom/dad) Email 2: _____

EMERGENCY CONTACT / RELEASE

Please list any additional emergency contacts / authorized release persons below. In so doing, you are authorizing Team Prime Time to release your child to any of the individuals listed below. You are further acknowledging that the individuals listed below are 18 years of age or older.

Name: _____ Relationship: _____ Phone Number: _____

Name: _____ Relationship: _____ Phone Number: _____

Does your child(ren) have any physical activity restrictions? YES NO

Does your child(ren) have any allergies to any foods or medications? YES NO

Does your child(ren) have any dietary restrictions? YES NO

If YES to any of the above, please download the Medical Information and Clearance and submit with application.

Will your child(ren) be required to take any medication while at TPT? YES NO

If YES, please download either the Prescription or Non-Prescription Medication Dispensing Agreement and submit with application.

- In case of an emergency and I cannot be reached, I authorize the Team Prime Time Director, or his designee, to obtain whatever medical treatment he or she deems necessary for the welfare of my child. I understand the potential risks involved in the activities provided by Team Prime Time and I hereby agree to assume all such risks, including the risk of injury to my child. I hereby release, and agree to protect, defend, indemnify and hold harmless Team Prime Time and its owners, officers, directors and staff from any and all claims arising out of injury to my child. I also agree to accept full responsibility, financial or otherwise, for the conduct of my child. I further understand that my child may be dismissed from the program for conduct deemed improper by the Director in his sole discretion.
- I authorize the exchange of information regarding my child between Team Prime Time and Highland Elementary School.
- I understand that it is my sole responsibility to arrange for signing my child in and out of the program and for arranging for his/her drop off and pick up. I understand and agree that Team Prime Time is not responsible for my child or for the actions and behavior of my child in the event that my child leaves the supervision of the program during the hours of the program with me or a person authorized to pick up my child as set forth above, regardless of whether or not he or she has been signed into or out of the program.
- I give my permission for my child to sign himself / herself out of Team Prime Time (7th and 8th Grade only). Initial here if **yes**: _____
- All pictures, films, tapes, or other likenesses of my child taken during camp hours are the property of Team Prime Time and may be used for any and all promotional materials.
- I understand, authorize, and agree that any art projects made by my child during, or as part of, the Team Prime Time (or any likenesses, replicas, or re-creations of any such art projects made by my child) may be used, depicted, or displayed by Team Prime Time for any promotional or fundraising purposes that Team Prime Time may choose or deem appropriate.

I have read the above conditions and agree to comply:

Signature of Parent or Guardian

Date

**PLEASE FAX SIGNED APPLICATIONS TO THE TEAM PRIME TIME OFFICE at (310) 838-8825 or
SCAN AND EMAIL TO IUSD@TEAMPRIMETIME.ORG QUESTIONS? CALL (310)838-7872**



INGLEWOOD UNIFIED SCHOOL DISTRICT

401 S. Inglewood, Avenue, Inglewood, California 90301 phone: 310-680-4829
ASES- AFTER SCHOOL EDUCATION & SAFETY PROGRAMS
 SPECIAL PROJECTS

Thank you for your participation in the ASES- After School Education & Safety Program.

Parent/Guardian must complete an Early Release Form for each activity in order for a student to have an excused early release from ASES Program.

My Child, _____ needs to be release early on the following day(s):

Monday	Tuesday	Wednesday	Thursday	Friday

On the following day(s):

From: _____ To: _____

At (state the time for the early release): _____

My child needs to leave the program early due to (check the activity that applies):

- Family Emergencies (such as death in the family, catastrophic incidents, etc.)
- Medical appointments.
- Weather, neighborhood safety conditions, especially if the child walks home.
- Daylight Savings (Dark 30).
- Coordination with public transportation schedules, if child has authorization to transportation home.
- Child accidents that occur during program time (program staff will call parent or Guardian).
- Attending a parallel program on campus as long as an agreement or partnership with the program exists, thus making the parallel program the child’s enrichment component. Students must check in and sign out with ASES.

Activity: _____.

— Attending a parallel program off campus as long as an agreement or partnership with the program exists, thus making the parallel program the child’s enrichment component. Activity; _____.

— Other conditions based on a case-by-case basis determined by the after school program and School. _____.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Site Coordinator Signature: _____ Date: _____

Mission Statement

The Inglewood Unified School District will nurture, educate, and graduate students who are self-responsible and self-disciplined; who are critical and creative thinkers; who master the core academic disciplines; and who are advocates for equity and social justice for self and their community.