

TEAM PRIME TIME

After School Program

Enrollment 2023-2024

@ Westside Global Awareness Magnet



FREE EVERY DAY AFTER SCHOOL

- Limited enrollment, apply early
- Application attached
- Open to all K - 8th 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

Gardening Club

eGaming Club

Visual Arts - Painting, drawing, sculpting and art contests

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

SPORTS & RECREATION

WSA Cup Tournament - Intersite Competitions

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
info@teamprimetime.org
(310) 838-8825 fax



After School is Prime Time!



Site Phone Number: (310) 892-3222
Main Office Number: (310) 838-7872
www.teamprimetime.org



BEFORE AND AFTER-SCHOOL PROGRAM APPLICATION/AGREEMENT

The Beyond the Bell – Youth Services After-School Program of organized games, enrichment activities, nutrition, physical fitness and homework time are provided for those students capable of independent supervision to, from, and at the playground site. The Beyond the Bell Youth Services After-School Program is not a child care program; it is a permissive program. Students sign in and leave the program by their own volition. Children are expected to conduct themselves appropriately and may lose the opportunity to participate if their behavior is disruptive. The elementary program is for students in elementary grades (grades 2 through 5/6) and the middle school program is for students in middle school grades (grades 6 through 8).

Parents and guardians are reminded that they must arrange ahead of time for how their child will be reunited with them at the conclusion of the program. Any child not picked up or allowed to walk home on their own prior to the conclusion of the program will be considered “unattended” and supervising personnel will begin “late child” procedures. If attempts to reunite the child with an authorized adult fail, supervising personnel will contact the Local Law Enforcement Agency for assistance and to take custody of the child. Failure to consistently arrange for appropriate supervision of your child by the conclusion of the program will result in the student losing the privilege of participating in the program. **For emergency purposes, parents/guardians are required to complete and maintain all phone numbers and contact information.**

The Beyond the Bell Youth Services After-School Program is CLOSED on all non-instructional days (weekends, holidays, pupil-free days, etc.). Playground services are only available during scheduled hours.

In order for a student to be approved to participate, the Before and After-School Program Application/Agreement must be completed. Once completed and authorized by the Youth Services staff person on duty, the student may participate.

The persons responsible for the day-to-day operation of the Beyond the Bell Youth Services After-School Program can be reached by calling: *Youth Development Program (YDP) & Youth Services at YDP sites - (818) 587-4300; Elementary Schools (other than YDP sites) – (310) 515-3010; Middle Schools – (213) 633-3500.*

Acknowledgement:

I agree to the following rules and guidelines for my child to be eligible to participate in the Beyond the Bell – Youth Services After-School Program:

- My child is in grades 2 through 8 at an LAUSD school who lives in the residential area or attends another LAUSD school, i.e. magnet students, etc. (Note: Independent charter and private school students are not eligible).
- My child has been instructed by me to go directly from his/her classroom at school dismissal time to the designated supervised area for the Beyond the Bell – Youth Services After-School Program and to sign in at the designated location upon arrival.
- My child has been instructed by me that s/he must remain in the area supervised by the Beyond the Bell – Youth Services Program Supervisor (“coach”) while participating in the program.
- My child will be directed by me daily when s/he should leave the Beyond the Bell – Youth Services After-School Program for the day.
- My child will be directed by me daily on where s/he are to go immediately after leaving the Beyond the Bell – Youth Services After-School Program (i.e. home, designated location, etc.).
- My child has been informed and instructed by me that once s/he leaves the Beyond the Bell – Youth Services After-School Program, s/he may not return for the remainder of the day.
- I understand that if my child does not get picked-up by an authorized adult or leave by h/his own volition prior to the 6:00 p.m. closing time, staff will initiate late child procedures: At the conclusion of one hour of unsuccessful attempts to contact and reunite the child with the parent or designee, a child protective agency is contacted to assume responsibility for the supervision and safety of the child.
- I understand that participation in the Beyond the Bell – Youth Services After-School Program is a privilege and failure by my son/daughter to abide by all rules may result in the loss of this privilege.
- I have provided more than one contact number and the names of additional adults who are authorized to pick up my child in case of an emergency, or to be reached if my child becomes “unattended” and “late child” procedures take effect. The designated adult must show a photo identification before a student is released to him/her.



Los Angeles Unified School District
BEYOND THE BELL BRANCH
BEFORE AND AFTER-SCHOOL PROGRAM
APPLICATION/AGREEMENT

DISTRICT ID NUMBER									

SCHOOL YEAR									

SCHOOL OF ATTENDANCE: _____

Program Applying for: <i>(Only check one)</i>			OTHER PROGRAMS
BEFORE-SCHOOL	AFTER-SCHOOL		Name of Program
Ready-Set-Go! (RSG)	Youth Services	Grant Funded Program (ASES/21 st CCLC/ASSETs) Name of Program _____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPLICANT

PRINT NAME CLEARLY *FIRST* *M.I.* *LAST* DATE OF BIRTH *MONTH* *DAY* *YEAR* GRADE

STREET ADDRESS APT # CITY ZIP CODE

PARENT(S)/GUARDIAN(S)

PARENT'S/GUARDIAN'S NAME	PARENT'S/GUARDIAN'S NAME
PRINT NAME: <i>FIRST</i> <i>M.I.</i> <i>LAST</i>	PRINT NAME: <i>FIRST</i> <i>M.I.</i> <i>LAST</i>
PHONE NUMBER (<i>MAIN</i>) PHONE NUMBER (<i>OTHER</i>)	PHONE NUMBER (<i>MAIN</i>) PHONE NUMBER (<i>OTHER</i>)
EMAIL ADDRESS	EMAIL ADDRESS

EMERGENCY CONTACT/RELEASE INFORMATION *(provide a minimum of two contacts)*

#1: RELATIONSHIP	NAME (FIRST LAST)	PHONE NUMBER(S)	ADDRESS (STREET CITY ZIP)

• I/We authorize the Beyond the Bell Before/After-School Program (BASP) to contact, and if necessary, release my child to any of the above individuals listed as an Emergency Contact/Release Information. The above listed individuals must be 18 years or older.

• I/We give my permission for my child to be filmed or photographed. I understand that all film or photos are the sole property of the BASP, and may be used in displays to the public, to publicize the program, or for printed materials published by and/or for the BASP.

• I/We hereby consent to the disclosure of personally identifiable information from my child's education records under the Family Educational Rights and Privacy Act and allow for the Los Angeles Unified School District to disclose such information only to the extent and for the duration necessary for my child to participate in BASP programs.

• The After School Education and Safety (ASES) Program Act of 2002, enacted by initiative statute, establishes the After School Education and Safety Program to serve pupils in kindergarten and grades 1 to 9, inclusive, at participating public elementary, middle, junior high, and charter schools. The act gives priority enrollment in after school programs and before school programs to pupils in middle school or junior high school who attend daily. Pupils who are identified by the program as homeless youth or as being in foster care will be given first priority. Parents/guardians may indicate this information below:

Pupil designation *(please check if applicable)*: Homeless Youth Foster Care

• Does your child have any physical, emotional, and/or learning difficulties? If so, please specify: _____

• Does your child have any food allergies? If so, please specify: _____

ACKNOWLEDGEMENT

_____	_____	_____
PARENT'S/GUARDIAN'S NAME (PRINT)	PARENT'S/GUARDIAN'S SIGNATURE	DATE
_____	_____	_____
PARENT'S/GUARDIAN'S NAME (PRINT)	PARENT'S/GUARDIAN'S SIGNATURE	DATE
_____	_____	_____
SITE COORDINATOR'S NAME (PRINT)	SITE COORDINATOR'S SIGNATURE	DATE



Elementary School Early Release Policy Form

State Legislation governing after school programs for elementary schools funded by After School Education and Safety Program and/or 21st Century Community Learning Centers mandates that such programs must operate from the close of school every school day until 6:00 p.m. The Los Angeles Unified School District requires a completed Early Release Policy form signed and dated by an authorized adult for any student released before 5:45 p.m. It is expected that elementary school students attend 5 days a week and stay for the full duration of the program. In the event that a parent/guardian may have the need to pick up his/her child before 5:45 p.m., the parent/guardian or authorized person (18 years or older who is on the student's emergency card) may pick up his/her child under one of the following conditions:

A: Attending a parallel program (program in the school or community such as intervention programs, soccer, basketball, music lessons, religious education, etc.) as long as an agreement with the parent or guardian exists making this the child's enrichment component.

Please select the day(s) and enter the time(s) when the student will be picked up from the program.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
_____	_____	_____	_____	_____

First day of activity: _____ Last Day of activity: _____

Activity/Class: _____

***This section must be completed each and every time the student enrolls in a new activity.**

B: During Standard Time, when the days are shorter and it gets dark early, a parent/guardian or authorized adult (18 years or older who is on the student's emergency card) may pick up his/her child under the following condition:

Family does not have transportation and they need to walk home before it gets dark.

My child will be picked up at: _____ from _____ to _____
Time Date Date

****This option is valid only during Standard Time.**

C: Family emergencies (such as a death in the immediate family, natural catastrophic incidents, etc).

D: Medical appointments

E: Climatic/Natural Disaster Conditions

F: Conditions in regards to safety, as prescribed by the school safety plan, local district, or local government body.

G: Conditions pertaining to student health and welfare.

H: Court Order Mandate (Court Order documentation must be on file with agency).

I: School Related/Sponsored Activities/Events (Back-to- School Night, Open House, etc.)

Code/Time: _____ ; _____ ; _____ ; _____ ; _____

Dates/Initial: _____ ; _____ ; _____ ; _____ ; _____

*****This section must be completed each and every time the student leaves before the program closes.**

In the event that a program has a waiting list of students and families desiring service, preference will be given to students who can attend the program until 5:45 p.m.

THE EARLY RELEASE POLICY IS NOT INTENDED FOR THE DAILY EARLY DEPARTURE OF STUDENTS. FAMILIES MAY USE THE EARLY RELEASE POLICY SPORADICALLY. THE MISUSE OF THE EARLY RELEASE POLICY MAY RESULT IN THE TERMINATION OF SERVICES.

Student's Name: _____ Grade: _____ Birth date: _____

In signing below, I request that my child be excused from the program at the specified time(s) and day(s) mentioned above. I understand neither the program provider nor the Los Angeles Unified School District is liable for incidents involving my child occurring after he/she is signed out of the program. I also understand that my child is expected to attend every day and stay for the duration of the program. I am aware services will be terminated if the program has a waiting list of students that can participate 5 days a week and remain for the duration of the program. I also understand services will be terminated if the early release policy is misused.

Parent's Name

Parent's Signature

Date

Agency Representative's Name

Representative's Signature

Date

This form must be completed each time the student leaves before the program closes.

This section to be completed by site personnel.

Number of days the student has left early during the current school year: _____

(REVISED Spring, 2017)



Middle School Early Release Policy Form

State Legislation governing after school programs for middle schools funded by After School Education and Safety Program and/or 21st Century Community Learning Centers mandates that such programs must operate from the close of school every school day until 6:00 p.m. Programs in schools that dismiss students after 3:00 p.m. must operate a minimum of 3 hours per day. The Los Angeles Unified School District requires a completed Early Release Policy form signed and dated by an authorized adult for any student released before 5:45 p.m. It is expected that middle school students attend 5 days a week and stay for the full duration of the program. In the event that a student is participating in other extracurricular activities during program hours, the parent/guardian or authorized person (18 years or older who is on the student's emergency card) may pick up his/her child or may authorize the child to sign out of the program under the following conditions:

A: Attending a parallel program (program in the school or community such as intervention programs, soccer, basketball, music lessons, religious education, etc.) as long as an agreement with the parent or guardian exists making this the child's enrichment component.

Please select the day(s) and enter the time(s) when the student will be picked up from the program.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

First day of activity: _____ Last Day of activity: _____

Activity/Class: _____

***This section must be completed each and every time the student enrolls in a new activity.**

B: During Standard Time, when the days are shorter and it gets dark early, a parent/guardian or authorized adult (18 years or older who is on the student's emergency card) may pick up his/her child under the following condition:

Family does not have transportation and they need to walk home before it gets dark.

My child will be picked up at: _____ from _____ to _____
Time Date Date

****This option is valid only during Standard Time.**

- C: Family emergencies (such as a death in the immediate family, natural catastrophic incidents, etc).
- D: Medical appointments.
- E: Climatic/Natural Disaster Conditions.
- F: Conditions in regards to safety, as prescribed by the school safety plan, local district, or local government body.
- G: Conditions pertaining to student health and welfare.
- H: Court Order Mandate (Court Order documentation must be on file with agency).
- I: School Related/Sponsored Activities/Events (Back-to-School Night, Open House, etc.)

Code/Time: _____; _____; _____; _____; _____

Dates/Initial: _____; _____; _____; _____; _____

*****This section must be completed each and every time the student leaves before the program closes.**

THE EARLY RELEASE POLICY IS NOT INTENDED FOR THE DAILY EARLY DEPARTURE OF STUDENTS. FAMILIES MAY USE THE EARLY RELEASE POLICY SPORADICALLY. THE MISUSE OF THE EARLY RELEASE POLICY MAY RESULT IN THE TERMINATION OF SERVICES.

- My child will be picked up by an authorized adult.
- I authorize my child to sign out of the program and leave without adult supervision (Authorization for student to sign out of the program must be in the student's file).

Student's Name: _____ Grade: _____ Birth date: _____

In signing below, I request that my child be excused from the program at the specified time(s) and day(s) mentioned above. I understand neither the program provider nor the Los Angeles Unified School District is liable for incidents involving my child occurring after his/her departure from the program. I also understand services will be terminated if the program has a waiting list of students eligible to attend the program on a regular basis.

Parent's Name Parent's Signature Date

Agency Representative's Name Representative's Signature Date

This form must be completed each time the student leaves before the program closes.

This section to be completed by site personnel.

Number of days the student has left early during the current school year: _____