Apply Now for the 2015-2016 School Year

San Diego Unified School District's (SDUSD) Extended Learning Opportunities Department (ELO) administers the PrimeTime Extended Day Program (PrimeTime) to elementary and middle school students. PrimeTime is free to all participating families and operates before and/or after school programs every regular school day. Students are expected to attend the program every day for the full range of hours offered. Parents/guardians can feel comfortable knowing their child(ren) is not only receiving academic support, but also interacting with peers in a physically and emotionally safe environment. The PrimeTime team is a collaboration among ELO staff, PrimeTime Partner organizations, and other SDUSD departments, programs and individuals. PrimeTime maintains a student to staff ratio of 15:1 at elementary and TK-8 schools and 20:1 at middle schools.

ELIGIBILITY

Your child(ren) must be enrolled at the school you are applying for during the regular school day in order to participate in PrimeTime at that school. **All families with children in elementary, middle, or K-8 schools (including transitional kindergarten) interested in participating in PrimeTime during the 2015-2016 school year are required to submit the attached application.**

This includes:

- Children currently participating in PrimeTime.
- Children on the wait list.

APPLICATION

One application may be used for all children, from the same family, attending the same school that is listed on item # 1 of the application. If you have children attending more than one school, separate applications must be completed for each school. Applications will be available online at www.sandi.net/PrimeTime and at the school campus. Applications will also be made available online in additional languages.

APPLICATION PROCESS

Application item numbers 1 through 8 must be filled out legibly and completely and submitted by U.S. mail to the PrimeTime Partner providing services at your child(ren)'s school. All information provided on the application is subject to verification. Falsifying or omitting any of the information may disqualify the applicant from receiving PrimeTime services. Applications that are incomplete will be returned to parents/guardians and the postmark date voided; the new postmark date will be used in the application rating system when it is resubmitted as complete.

Submitting an application does not guarantee participation in PrimeTime. It is anticipated that the demand for PrimeTime services will exceed the program capacity at most schools; therefore, it is extremely important that the application be completed and submitted by the initial application timeline.

INITIAL APPLICATION TIMELINE—MARCH 2-MAY 1, 2015

Applications must be sent via U.S. mail to the PrimeTime Partner providing services at your child(ren)'s school, postmarked between **March 2, 2015, and May 1, 2015**, to be included in the initial review and enrollment process. Applications faxed, e-mailed, or hand delivered will **not** be accepted.

DO NOT SUBMIT APPLICATIONS PRIOR TO MARCH 2, 2015

Applications postmarked before March 2, 2015, will be considered to have been postmarked on **May 1, 2015**.

APPLICATIONS SUBMITTED AFTER MAY 1, 2015

Applications postmarked after May 1, 2015, will be considered in priority order, as space is available, according to the rating system listed on the following page.

APPLICATION RATING SYSTEM

The PrimeTime Partner providing services at each school will review all completed applications that are postmarked by the deadline during the initial application timeline. Children will be accepted for participation based on the application rating system detailed below, up to the capacity for each school's program. Once PrimeTime has reached its capacity, children not accepted for participation will be placed on a wait list, in the same order of priority, and will be accepted as space becomes available.

Parents/guardians may choose to have their child(ren) attend either the before school and/or after school programs, if applicable. Choosing only the before school or after school program will not affect the rating of the application.

Each application will be prioritized using the following rating system:

Child(ren) participating in PrimeTime during the 2014-2015 school year. OR Child(ren) on the PrimeTime wait list as of March 1, 2015.	1 point
Single parent household. OR Families with one parent/guardian currently on military deployment (copy of orders required).	1 point
All parents/guardians living with the child(ren) are employed full time (40 hours per week) **and/or** are full-time students (enrolled with at least 12 units).	1 point
Child(ren) recommended for academic assistance by the District, based on the Standards Based Report Card for elementary level and course grades for the middle level.	1 point
Total Points Possible	4 points

PRIORITY LIST

First priority for participation will be given to applications rated with 4 points and last priority will be given to applications rated with 0 points. In cases where a determination must be made between two or more applications with the same points, selection for acceptance will be based on the postmark date of the completed applications. For priority enrollment, attendance policy below will be strictly adhered to.

NOTIFICATION OF APPLICATION STATUS

Parents/guardians who complete and submit the application within the initial application timeline will be notified of the status of their application no later than June 26, 2015. Notification will inform families of whether their child(ren) has been accepted to participate, placed on a wait list, or not eligible for the before and/or after school 2015-2016 PrimeTime Program. Acceptance into the before school program does not ensure acceptance into the after school program and acceptance into the after school program does not ensure acceptance into the before school program.

ACCEPTED STUDENTS

Once notified of acceptance, the 2015-2016 PrimeTime Student Participation Forms are required to be completed before your child(ren) can begin participating in the program. Students with incomplete 2015-2016 Student Participation Forms may be disenrolled from PrimeTime. The PrimeTime Partner will provide information regarding the 2015-2016 Student Participation Forms.

ATTENDANCE POLICY

In accordance with the California Education Code, students are expected to attend the program every day for the full range of hours offered. Students who do not attend daily for a minimum of 50% of the daily program hours offered may be subject to disenrollment; priority is given to students who attend the program daily.

ADDITIONAL INFORMATION

For additional information regarding PrimeTime at your child(ren)'s school, contact the PrimeTime Partner providing services; phone numbers located on the District's website: www.sandi.net/PrimeTime. For questions regarding program administration, contact ELO at (858) 503-1870.

San Diego Unified School District

2015-2016 APPLICATION

This application must be submitted to the PrimeTime Partner providing services at your child(ren)'s school by May 1, 2015, via U.S. mail only to be considered during the initial application timeline.

Mail to:
YMCA of San Diego County
Attn: PrimeTime
3708 Ruffin Road
San Diego, CA 92123
(858) 863-3633

To receive confirmation that your application has been received, provide a self-addressed stamped envelope with this application.

Please PRINT CLEARLY and complete legibly items 1-8. IF ANY ITEMS ARE INCOMPLETE, YOUR APPLICATION WILL BE RETURNED. This form is applicable for all children in the same family attending the same school. If you have children attending more than one school, separate applications must be completed for each school.

1 **2015-2016 Name of School** _____

2 **CHILD(REN)'S INFORMATION**

	Legal Last Name	Legal First Name	Date of Birth	2014-2015 Name of School	2014-2015 Grade Level	2015-2016 Grade Level
Child #1						
Child #2						
Child #3						

3 **Please check only the services needed (priority is not given to families needing both before and after school programs):**

☐ **Before school:** Programs are available at most, but not all schools; start times vary. Check with the PrimeTime Partner at your child(ren)'s school to confirm that a before school program is offered.

☐ **After school:** Programs begin operating after school is dismissed until at least 6:00 PM each day and 15 hours per week.

4 **What is your child(ren)'s status in PrimeTime for 2014-2015 as of March 1, 2015?**

☐ Participating in PrimeTime ☐ On the wait list for PrimeTime ☐ N/A

5 **a) Are you a single parent household?** ☐ Yes ☐ No
b) Is one parent/guardian on military deployment (please attach copy of orders)? ☐ Yes ☐ No

6 **Are both parents/guardians or single parent living with the child(ren) either full-time employees (40 hours per week) and/or full-time students (12 units per semester)?** ☐ Yes ☐ No

If you have answered yes to the question above, you must fill out the table below completely. Information provided may be verified.

Parent/Guardian's Name	*Parent/Guardian's Employer or College/School	Employer Phone # or School Phone # and Adult Student ID #

*If self-employed, please include a copy of your Business Tax Certificate Number, Federal ID Number, Business License Number, or 2014 IRS 1099 Form.

7 **Parent/Guardian Information (person completing application):**

Last Name	First Name	
Home Phone ( )	Work Phone ( )	Cell Phone ( )
Mailing Address	City	Zip Code
Email Address		

The District will determine: a) whether your child(ren) receives one point for academic assistance as determined by the Standards Based Report Card at the elementary level and course grades at the middle level .

8 **Parent/Guardian Signature**

My signature below indicates that I have read and understand:

- *Full-time attendance is expected everyday for the full range of hours offered. My child(ren) may be disenrolled if they do not attend a minimum of 50% of the daily program hours.*
- *Irregular attendance may jeopardize my child(ren)'s participation in PrimeTime.*
- *Falsifying or omitting any of the information requested may disqualify my child(ren) from receiving PrimeTime services.*
- *Due to limited space, submitting this application does not guarantee my child(ren)'s participation in PrimeTime.*

Signature of Parent/Guardian completing application Date