



Childcare, Recreation, Enrichment, Sports, Together

Dear Parents/Guardians,

We are delighted that you have chosen CREST to provide a comprehensive range of before- and after-school program options for your family.

CREST is a partnership between the City of Santa Monica and the Santa Monica-Malibu Unified School District. Our commitment is to deliver high quality programs that meet the unique interests and developmental needs of elementary school-age children.

We understand that each family brings their own values, customs and languages to CREST. Our staff plan an integrated curriculum with activities that promote self-respect and an acceptance of diversity.

Our programs bring staff and parents together as partners to promote a quality before- and after-school environment. We encourage you to visit or call site staff regularly for any assistance you may need. Staff members from the District's Child Development Office (located at 2802 4th Street) and the City's Youth Office (located at 1133 7th Street in Reed Park) are also available to ensure your experience in our programs is a rewarding one.

For schedules and other information, please visit CREST.smgov.net.

Concepcion Rechtszajd, Acting Director
CREST Afterschool Program
City of Santa Monica
(310) 458-8540
concepcion.rechtszajd@smgov.net

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Gleam Davis, Mayor Pro Tempore
Bob Holbrook
Kevin McKeown
Pam O'Connor
Terry O'Day
Bobby Shriever

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Elaine Polachek, Assistant City Manager



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Laurie Lieberman
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Sandra Lyon, Superintendent of Schools

** Subject to change*

CONTACT INFORMATION

CITY OF SANTA MONICA
Human Services Division
Reed Park Youth Office
1133 7th Street
Santa Monica, CA 90403
Phone: (310) 458-8540 Fax: (310) 451-3569

E-Mail: Childcare.mailbox@smgov.net
Sports.mailbox@smgov.net
Enrichment.mailbox@smgov.net
CSM.mailbox@smgov.net
SportsExperience.mailbox@smgov.net
RosiesGirls@smgov.net

Upper CREST Childcare (grades 4 & 5)
Youth Sports (grades K – 8)
Youth Enrichment (grades K – 5)
Playground Access (grades 1 – 5)
Camp Santa Monica (ages 8 – 14)
Santa Monica Sports Experience (ages 8 – 14)
Rosie's Girls (girls entering grades 6 – 8)

EDISON LANGUAGE ACADEMY
2425 Kansas Ave.
Santa Monica, CA 90404
School Office Phone: (310) 828-0335
Playground Access, Sports, Enrichment, HW Club, Upper CREST
Home Room: 24
Phone: (310) 828-0335 ext. 61-124

FRANKLIN ELEMENTARY SCHOOL
2400 Montana Ave.
Santa Monica, CA 90403
School Office Phone: (310) 828-2814
Playground Access, Sports, Enrichment, Upper CREST
Home Room: 20
Phone: (310) 828-2814 ext. 62-124

GRANT ELEMENTARY SCHOOL
2368 Pearl St.
Santa Monica, CA 90405
School Office Phone: (310) 450-7684, (310) 450-7651
Playground Access, Sports, Enrichment, HW Club, Upper CREST
Home Room: 50
Phone: (310) 450-7684 ext. 63-150

CONTACT INFORMATION (continued)

McKINLEY ELEMENTARY SCHOOL

2401 Santa Monica Blvd.
Santa Monica, CA 90404
School Office Phone: (310) 828-5011
Playground Access, Sports, Enrichment, HW Club, Upper CREST
Home Room: B4
Phone: (310) 828-5011 ext. 65-143

JOHN MUIR ELEMENTARY SCHOOL & SMASH (SANTA MONICA ALTERNATIVE SCHOOL HOUSE)

2526 6th Street (Muir) / 2525 5th Street (SMASH)
Santa Monica, CA 90405
School Office Phone: (310) 399-7721 (Muir) / (310) 396-2640 (SMASH)

Playground Access, Sports, Enrichment, Upper CREST
Home Room: Bungalow B
Phone: (310) 399-7721 ext. 64-132

WILL ROGERS ELEMENTARY SCHOOL

2401 14th Street
Santa Monica, CA 90405
School Office Phone: (310) 452-2364
Playground Access, Sports, Upper CREST
Home Room: 406
Phone: (310) 452-2364 ext. 67-406

ROOSEVELT ELEMENTARY SCHOOL

801 Montana Ave.
Santa Monica, CA 90403
School Office Phone: (310) 395-0941
Playground Access, Sports, Enrichment, HW Club, Upper CREST
Home Room: Room 35
Phone: (310) 395-0941 ext. 68-135

CREST MISSION & OVERVIEW

Through CREST, we strive to:

- Provide a positive, fun and safe environment;
- Employ a well-trained and caring staff;
- Provide a program that balances educational, social, and recreational opportunities;
- Respond to the changing needs and interests of children;
- Be partners with parents;
- Stay involved with the school community;
- Work with support agencies throughout the community to strengthen our program activities.

Childcare allows families to choose from Full-Time, Part-Time, and A.M. Only care. The Superstars and Rookies Sports option is designed to give children in grades K-2 an opportunity to learn basic skills and the rules of seasonal sports. The Youth Sports League option gives children in grades 3-8 a chance to play seasonal team sports. The Playground Access option provides children in grades 1-5 with unstructured supervised time after school on the playground to socialize with friends and play. The Enrichment program offers fun and educational enrichment classes including fine arts, foreign languages, theater, yoga, and more. The Homework Club offers experienced staff who will help your child with all their homework needs. Every CREST activity is planned with the ages and interests of children in mind.

CREST options are open to any student enrolled in a Santa Monica elementary school in the Santa Monica-Malibu Unified School District. The Sports, Enrichment and Playground Access options are also open to children who do not attend elementary school in SMMUSD but live in Santa Monica.

PERSONAL CARE & SAFETY GUIDELINES

Please adhere to the following guidelines to aid in the prevention of accidents.

- Please label clothing with your child's first and last name;
- Underwear and shorts under skirts are recommended for children to feel comfortable on climbing apparatus;
- Earrings should not have loops or dangle in a way so as to catch on clothing or be pulled in any way. Necklaces and strings on jackets or sweatshirts can catch on climbing equipment; please make sure your children do not wear such items when participating in CREST programs;
- Send swim suits for water play when scheduled;
- Send sweaters or sweatshirts that can be layered for changes in weather;
- Sunscreen is recommended. Send sunscreen with your child to apply as necessary. CREST staff cannot be responsible for applying or reminding your child to apply sunscreen.
- If your child uses adaptive equipment (i.e. hearing aids, glasses or a mobility aid), make sure the child brings it every day.

Send children in appropriate play clothing that will allow them to participate comfortably. This includes rubber-soled shoes and socks. As a safety precaution, children wearing open-toed shoes will not be allowed to participate in outdoor activities for the day. Remember that long skirts and dress-up clothes inhibit climbing and running freely on the playground.

HEALTH & WELLNESS GUIDELINES

The following rules and procedures have been adopted to ensure your child's well-being. Please remember that the welfare of all of the children in CREST is our primary concern.



DAILY HEALTH INSPECTION

Our staff will check each child daily for symptoms of colds, unusual fatigue, and contagious diseases. Please keep your child home if he or she...

- seems listless;
- is unusually irritable;
- complains of stomach ache;
- complains of headache;
- has a fever;
- has an earache;
- appears unusually pale or flushed;
- or has a rash.

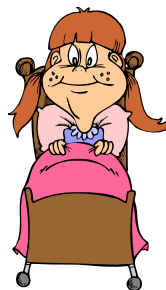
It is better to be cautious than to risk discomfort to the child or expose the rest of the children and staff to infection. Children should be free of fever for 24 hours before returning to any CREST program. The school nurse is available for consultation to staff and parents.

You will be called to pick up your child if he or she shows any signs of illness. When staff calls you to pick up your child, you will need to come immediately. In the event that you cannot be reached, we will notify one of the people listed on your emergency form.

Please keep this information up to date!

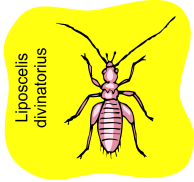
If a child is excluded from the program site because of a communicable disease or surgery, a doctor's release is required before the child may be readmitted to the program. These are some of the more common *conditions that require a release from the doctor or County Health Department for a child to be readmitted:*

- Chicken pox
- Impetigo
- Conjunctivitis (Pink Eye)
- Pediculosis/Nits (Head Lice)
- Ringworm
- Scabies



HEAD LICE (PEDICULOSIS) AND NITS

Signs and Symptoms of Pediculosis:



There are incidences of Pediculosis (head lice) in virtually all schools. Remember, head lice can happen to anyone. The most important fact to remember is that the problem should be quickly treated. Delays in treating head lice will spread the infestations throughout the school.

Persistent itching around the back of the ears and nape of the neck are the earliest and most common symptoms. Severe infestation can cause inflammations, open sores, and sometimes swollen lymph glands in the neck. Eyelashes and eyebrows may also become infested.

Signs and Symptoms of Nits:

It is relatively rare for the adult organism to be seen, but upon examination white eggs, usually close to the scalp and more often in back of the head and around the ears, are visible. Note that dandruff flick off easily and hair “casts” caused by hair sprays and other buildup on the hair move up and down the hair shaft. NITS are glued to the hair shaft and they do not flick off. A child’s hair must be clear of live lice and nits before re-admittance to the program.

Treatment for Pediculosis and Nits:

A doctor’s prescription will be needed for KWELL SHAMPOO. The County Health Department (2509 Pico Blvd., Santa Monica) will provide it free of charge. Follow these directions carefully:

- Shampoo well and rinse.
- Shampoo again and leave suds on head and cover with terry cloth towel for 30 minutes.
- Rinse well. Use 2 TBSP. VINEGAR in 1-QUART water.
- Comb with a fine-tooth comb to aid in removal of NITS.

If necessary, the shampoo treatment can be repeated in 24 hours, but not more than twice in one week.

Because the NITS often still cling to the hair even when dead, repeated vinegar rinses soften them up and aid in removing them with the comb. Another treatment available without a doctor’s prescription is R.I.D. shampoo which is sold at your local pharmacy. Follow the directions on the package.

Control in the Home for Nits and Pediculosis:

- Hairbrushes, combs, hair curlers, etc. should be washed with KWELL, R.I.D. or other prescribed shampoo.
- All washable items, sheets, pillowcases, towels, etc. should be washed in very hot water in the washing machine (not by hand).
- Clothing or other articles that cannot be washed should be dry-cleaned. If this cannot be done, place items, including stuffed animals, in a plastic bag and seal them up for two weeks.
- All sofas, rugs, chairs, etc. should be vacuumed.
- All surfaces in living and sleeping areas and bathrooms should be thoroughly washed, including the back of chairs, seats, etc.
- The sprays that are available (such as KWELL or R&C) should only be used on upholstered items or on fabric, **not on the skin or the hair.**

Readmission to School or Site

A note from the family health advisor or the public health department and an inspection by the school nurse or designated person at school or site is necessary in order to readmit your child to CREST programs.

MEDICATION

If your child is taking prescription or over-the-counter medication, the following is required for the child to be readmitted:

1. A doctor's note with a written description of the condition for which the medication is prescribed, including the name and dosage of each medication signed by the doctor. Forms are available from the school nurse or staff. Medication must be contained in the original prescription bottle only.
2. A form granting us permission to administer the prescription signed by the parent or guardian. You must include dosage and times that the medication is to be given to the child.



Please note: Our staff will do their best to ensure that your child receives his/her medication at the correct time. However, it is the child's responsibility to remind the staff when it is time for his/her medication. Parents/guardians are also welcome to call the site and remind the staff about the correct time to dispense their child's medication.

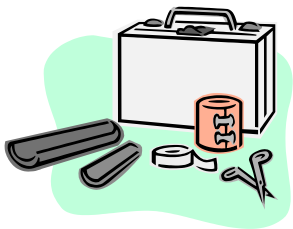
Please do not send any medication (with the exception of inhalers, either prescription or over-the-counter) with your child. Please make sure to give all medication directly to a staff member, including EpiPens, along with the information requested above.

Please inform staff in writing of any potential side effects of your child's medication, as well as any activity limitations which may be warranted.

ALLERGIES

When a doctor diagnoses a child as having an allergy, a statement from a physician must be given to us immediately upon diagnosis. It is especially important to inform staff of any food allergies.

FIRST AID



At CREST, we make every effort to make sure your child is safe. However, minor accidents beyond our control do happen. Simple injuries will be cared for at school by applying ice, soap and water, and/or Band-Aids. In the event that a more serious injury occurs, you will be notified at once and, if necessary, the directions you designated on your emergency card will be followed. Unless otherwise requested we will call Santa Monica paramedics. All staff are CPR and First-Aid certified.

PARENT INVOLVEMENT & COMMUNICATION

The CREST Program is strengthened by your involvement. However, we understand the challenges faced by parents who are working, maintaining busy schedules, and running their homes. Involvement in the varied program options for CREST can and will be different for each parent.

Here are some suggestions about how you might become involved:

- volunteer in the classroom;
- assist with field trips;
- bring items from home that might support projects or activities;
- join the parent advisory committee for your site;
- participate in informal learning with your child at home;
- send written communication about your interests or concerns;
- complete all annual surveys, drop a note in our suggestion boxes, or send a note to your site coordinator;

Anyone interested in volunteering with the CREST program should contact the Youth Office at (310) 458-8540

PARENT COMMUNICATION



We always welcome your comments and suggestions regarding your child's experience in any of our program options. Our goal is to make sure that we maintain open communication with you.

Parents will receive communication in a variety of ways because of the different programs in which children participate. Your school newsletter will be one source of information about the happenings at CREST, such as sports league registration, game times, and special events for children enrolled in full-time childcare. Please check your child's backpack for announcements and important messages from CREST staff. Arrangements can be made to receive information in alternative formats, such as large print, Braille, etc., by calling the Youth Office at (310) 458-8540.

Your valuable insight about your child's needs and the variety of program activities is critical to the success of CREST. Please share with the CREST staff any special circumstances or needs that may cause your child to be upset at school. Knowing the unique needs of your child will pave the way for a more successful after-school experience.

PARENT MEETINGS

CREST sites will hold parent meetings throughout the school year to discuss the childcare programs. These meetings are in addition to those scheduled by the PTA and the regularly scheduled school-wide meetings. CREST meetings provide the following:

- opportunities to meet and network with other parents in the program;
- a time to learn more about your child's program;
- a way to give input for program enhancement;
- opportunities to establish rapport between yourself and the program staff.

If your child is enrolled in any of the childcare options, please find out where specific messages are posted at your child's school. Some classrooms have parent boards next to the sign-in and sign-out logs.

PARENTS' RIGHTS

1. CREST invites parents to drop in unannounced at any time to observe our programs. Upon presentation of identification, parents/guardians have the right to enter and inspect the childcare facility in which their child (ren) is/are receiving care, without advance notice. Entry and inspection are limited to the normal operating hours while their child (ren) is/are receiving care. Please note: Parents visiting the site are not allowed to interact with or discipline other children in the program. All concerns should be addressed to a staff member.
2. The law authorizes the person in charge of the facility to deny access to a parent/guardian under the following circumstances:
 - a. the parent/guardian is behaving in a way which poses a risk to children in the facility;
 - b. the adult is a non-custodial parent and the facility has been requested in writing through a court order to not permit access to the non-custodial parent.
3. The law prohibits discrimination or retaliation against any child or parent/guardian for exercising their right to inspect.
4. The law requires that parents/guardians be notified of their right to enter and inspect.
5. The law requires that this notice of Parents' Rights to enter and inspect be posted in the facility in a location accessible to parents/guardians.
6. Parents do not have the right to intimidate or be disrespectful to staff.

COMPLAINT PROCEDURE

We always encourage parents and staff to meet and resolve issues at the site. Administrative staff is eager to hear your suggestions and concerns regarding programs. Should parents have a concern or issue that has not been resolved, they should use the following procedure:

1. Complete a Complaint Form (see page 35) that may be obtained from the program coordinator at any site. Complaints that have not been resolved through meetings and discussions at the site or with program administrators must be put in writing.
2. Within 3 days of receiving the complaint, a program administrator shall meet with the complainant to try to resolve the grievance.
3. Within 5 days, all parties to the complaint shall meet to further try to resolve the issue.
4. Within 10 days, a report will be given to the complainant describing how the complaint will be resolved.
5. If the complainant is dissatisfied with the resolution of the issue, it can be forwarded to the Board of Education for resolution.

Complaints about discrimination on the basis of disability can be made to the City's ADA Coordinator, Janet Hand, at (310) 458-8701 or TTY/TDD (310) 458-8696 or via email to: janet.hand@smgov.net or

human.services@smgov.net. Complaints can also be filed in writing to: Janet Hand, ADA Coordinator, City of Santa Monica, Human Services Division, 1685 Main St., Santa Monica CA 90401. In addition, complaints may be filed with the City Manager's Office, (310) 458-8301 and/or with the City Attorney's Office, (310) 458-8325 at the same address. Complaints may also be made to the U.S. Dept. of Justice instead of or in addition to complaints to the City, at any time, by calling (800) 541-0301 (voice and TDD/TTY). For disability-related complaints for SMMUSD, please contact Laurel Schmidt at (310) 450-8338, ext. 375.

CHILD DISCIPLINE

Our goal in the CREST program is to help children develop positive social skills that help move them toward lifelong success. We recognize that children succeed best when the CREST staff, parents and children work together. The CREST program provides for the well-being and safety of each child by helping children understand the positive and negative effects of their behavior and helping children become skilled at making choices. Our staff understands that as children grow in their need for independence and freedom, they also need the security of structure and clear limits. By **establishing clear expectations** with each student and the group, CREST staff is committed to teaching conflict resolution skills, responsibility and dependability.

We are committed to:

- creating a positive after-school environment for students to play together;
- providing opportunities for children to select activities;
- modeling desired behaviors such as respect, fairness, and cooperation;
- redirecting inappropriate behavior quickly by moving the child to another activity;
- involving children in verbal conflict resolution;
- using verbal reminders;
- helping children learn appropriate alternatives to fighting;
- creating an intervention as soon as a behavioral challenge is identified with staff, student and parent.

We may implement an individualized behavior plan, in consultation with parent/guardian and/or classroom teacher, if other methods fail. Please let staff know if your child has a behavior plan in his or her classroom during the school day.

After other interventions have been implemented, or if the child's behavior places the safety and welfare of other children or an adult at risk, parents may be called to pick up their child. The State of California Health and Safety Code Regulation #1596.885 requires this action. If a parent refuses to comply with this requirement, the child may be suspended from the program the following full day.

Students who have been suspended from their regular school day for disciplinary reasons may not attend any CREST programs during the suspension.

REPORTING SUSPECTED CHILD ABUSE

Child abuse and neglect are serious issues for those of us who work with children on a daily basis. And though we hope never to encounter incidents of child abuse or neglect, we must accept the possibility that a child in our program may be suffering from abuse or neglect at home. This information is given not to frighten you, but rather to familiarize you with our responsibilities as childcare professionals and service providers.

The Child Abuse Reporting Law clearly states:

"... any childcare custodian, medical practitioner, or employee of a child protective agency who has knowledge of or observes a child . . . he or she reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone."

City and School District employees are mandated by the Child Abuse Reporting Law to report known or suspected instances of child abuse. Parents are sometimes surprised to learn that they may not be the first to be notified. Please be aware that the law obligates us to make the report to the child protective agency. Often the staff is directed not to notify parents.

One indication by itself may lead to suspicion of abuse. However, staff does look for both physical and behavioral indicators. Please understand “suspicions” must be reported to the proper authority.

The following are indicators of possible child abuse or neglect violations according to Penal Code Section 11165 (Child Abuse Crimes):

Physical Abuse:

- unexplained bruises and/or welts;
- unexplained burns;
- unexplained fractures;
- unexplained lacerations;
- unexplained bite marks.

Physical Neglect:

- underweight, poor growth pattern;
- consistent hunger;
- unattended physical problems or medical needs;
- general unattended appearance (soiled clothing, inappropriate clothing, and unusual body odor).

Sexual Abuse:

- difficulty in walking or sitting;
- pain when urinating or defecating;
- pain, swelling or itching in genital area.

Emotional Abuse:

- failure to thrive;
- lags in physical development;
- empty facial appearance.



DISASTER & EMERGENCY DRILLS

Fire and disaster drills are held regularly to familiarize your child with evacuation procedures in the event of an emergency. CREST staff has access to your child’s school personal emergency kits. Consult with CREST staff about your child, especially if they require special consideration (i.e. medication, medical devices, adaptive equipment, special diet, etc.).

The following pick-up procedures apply when picking-up a child/student directly from CREST programs in an emergency:

Our staff will stay with your children. We are prepared to stay and have enough food and water for three days. If you are able to pick up your child during such an emergency, you must notify CREST staff that you are taking your child home with you and sign a release form indicating time of pick-up.

CHILDCARE ELIGIBILITY & ENROLLMENT

Any child attending elementary school in Santa Monica or Malibu within the SMMUSD is eligible for CREST Childcare. CREST programs operate on a nondiscriminatory basis. All efforts are made to include children with special needs. Please speak to the site coordinator if your child has special needs. Requests for modifications to programs or policies are considered on an individual basis.



ENROLLMENT & REGISTRATION

Enrollment for Childcare is ongoing. Continuing enrollment begins in spring for the following school year for families currently enrolled in CREST Childcare. Children are admitted according to the waiting list procedure established by the State Department of Education.

A non-refundable annual registration fee is charged at the time a child is enrolled for full-fee paying families. This fee is waived for families receiving state subsidies and City financial assistance.

Emergency cards must be filled out at the time of enrollment. Parents are required to keep all documents updated throughout the school year. ***Emergency cards are critical. They must be complete and accurate.***

All health requirements must be met before attendance is permitted.

***Childcare fees must be paid for each child in advance.
Eligibility for enrollment requires that fee payments be current
for all CREST programs.***

ATTENDANCE POLICY

- Parent(s) of children in **Upper CREST** will notify the **site coordinator** if their child will not be in attendance for any reason. See “Contact Information” pages for phone numbers.

DROP-OFF & PICK-UP PROCEDURE



Morning Drop-Off: Children must be signed in and out daily. Only custodial parents or other authorized persons may sign in the child at drop-off. CREST staff is not able to accept children without contact with the parent or authorized person. **Full signatures are always required. Parents or authorized persons must also sign in at the exact time the child is arriving.**

Transition to CREST Childcare After School: Each CREST site team will develop a system to ensure child safety during the transition from their school day into CREST Childcare.

All children who attend CREST Childcare as a full- or part-time participant are required to check into CREST Childcare within 5 minutes of school dismissal before going on to any other activity. CREST staff is required to sign in all children by writing their initials and the time the child came in. If your child is absent, CREST staff will comply with the following procedures before marking your child absent:

If parent did not notify CREST of child's absence, CREST staff will:

1. check to see if the child was in school that day;
2. check to see if the child was dismissed from his/her regular education classroom and check with the office;
3. check the office to see if he/she is with the nurse.

If your child's lead teacher or site coordinator is unable to locate your child and he/she was in school that day, the attendance-taking procedures require CREST Childcare staff to immediately notify the school office and their supervisors. CREST staff will work with their supervisors and the school principal to notify the parents and the Santa Monica Police Department.

Afternoon Pick-Up: Parents are required to sign out their child with a full signature at the exact time the child is departing. Children in full-time or part-time care are not allowed to sign themselves out at any time. Children using the Playground Access or Enrichment option may sign themselves in and out of the playground.

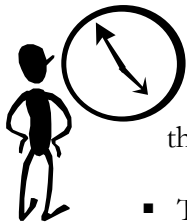
Children must be picked up from the program on time as agreed in their contract, which in no instance will be after the closing hours of the program.

Authorization for an adult not identified on the emergency card to pick up your child must be received in writing. Arrangements cannot be made by telephone.

In the event that custody of children is shared jointly, children will be released to either parent and to any adult listed on the emergency card provided by either parent. Adults must always be prepared to present proper identification to staff.

Should disagreements arise between parents related to issues of who may pick up their child, we will follow whatever procedures have been outlined in court orders or contact local authorities. Should further disagreements arise, parents will be asked to return to court for clarification.

LATE PICK-UP PROCEDURES



CREST services may be terminated when late pick-up (anytime after 6 p.m.), either willful *or* involuntary, occurs more than three times.

In the event that parents are unable to pick up their child from the program, we suggest the following:

- The parent should authorize a relative or friend to pick up the child (must be 18 years of age or older). Written authorization on file at the site is **mandatory**. Arrangements **cannot** be made by telephone.
- The parent should secure an alternative childcare arrangement, such as transfer of the child to a family childcare home, after scheduled closing.

When your child is picked up after the contracted time, you are required to sign a late pick-up form attached to the child's attendance log. Fee for late pick-up is \$1 per minute, per child. Continued late pick-up may result in termination of childcare.

Staff will notify the Juvenile Division of the Santa Monica Police Department or Los Angeles County Department of Children and Family Services to pick up your child (ren) when no authorized adult has come to pick up your child (ren) 45 minutes after closing and staff cannot reach anyone on the emergency card to pick up the child (ren).

(The due process provisions for local and state review contained in “Child Development Program Guidelines,” Chapter 900, are applicable.)

The following policy applies to all late pick-ups (anytime after 6 p.m.), either willful or voluntary.

First Incident:

- Verbal warning;
- Sign tardy form;
- Pay a late fee of \$1/minute per child.

Second Incident:

- Sign tardy form;
- Receive three-day 30-minute early pick-up notice requiring conference with Site Coordinator, or Supervisor for a reinstatement from early pick-up;
- Pay a late fee of \$1/minute per child.

Third Incident:

- Sign tardy form;
- Childcare services may be suspended;
- Meeting with Program Supervisor to discuss possible reinstatement to the program;
- Pay a late fee of \$1/minute per child.

*Late pick-up times will always be based upon the designated clock in the home base room.
We recommend that you check with the staff to synchronize with that clock.*

All late pick-up fees must be paid in full within five (5) days of the late pick-up. Payments can be made via check, money order, Visa, Discover or MasterCard (or cash for Primary CREST Childcare).

FEES & FEE COLLECTION

CREST childcare fees are based on the State Department of Education, Child Development Division Fee Schedule, SMMUSD Board of Education Fee Schedule, or City of Santa Monica Fee Schedule. Childcare fees are approved by the Santa Monica City Council and reflect current market rates for childcare. For information about current market rates, contact Connections for Children at (310) 452-3202.



All CREST Childcare fees are paid on a monthly basis in advance of services ON OR BEFORE THE 25TH DAY OF THE PRECEDING MONTH at the childcare site, the Child Development Services Office, or the City of Santa Monica Youth Office (see addresses on the “Contact Information” page).

Fees are charged on the basis of enrollment, not attendance. No deduction may be made from the fees for absences (vacation, illness, personal reasons, etc.).

Fees are subject to change.

- Fees are prorated for the 180 days of the school year and collected in ten (10) equal payments. **Winter break, spring break and summer camp fees are NOT included in the monthly fee.** (Note: families receiving state subsidy are mandated to pay their individual daily/hourly fee rate multiplied by the number of days in each calendar month.)
- Payment should be made by check, money order or credit cards in the exact amount payable to “City of Santa Monica”.
- Returned or “bounced” checks made out to made out to City of Santa Monica will be charged a \$25 service fee. The amount of the original check plus the applicable service fee must be paid within 10 days of being notified.

Following one returned check, the City will not accept personal checks as payment. *Future payments must be made by money order, certified check or credit card for the remainder of the school year.*

Upper CREST Childcare accepts Visa or MasterCard as payment. However, we are not able to accept authorization for credit card payment over the phone. Credit card payments may be made each month at the site or set up for automatic payment. Credit cards set up for automatic payment will be charged the appropriate fee on the 25th of each month.

To ensure your payment is credited to the proper account, please make sure to include the following information with your payment:

- **Child’s full name**
- **Child’s school**
- **Driver’s License Number**

FEE DELINQUENCY & TERMINATION

*The State of California Education Code #18114(a) states:
“Fees shall be considered delinquent after seven (7) calendar days
from the date the fees were due.”*

On the seventh day after the fees are due, the Site Coordinator will notify the parents/guardians that have not paid their monthly fees. At that time, a Late Payment Notice will be sent to families stating that their fees are delinquent and they have ten calendar days to pay. Services will be terminated 10 calendar days from the date of the notice unless all delinquent fees are paid **before** the end of the ten (10) calendar day period.

EXAMPLE

Fee schedule for childcare services for the month of May:

April 25 FEES DUE

May 2 FEES DELINQUENT – Late Payment Notice is sent indicating intent to terminate the contract if fees are not paid within 10 calendar days.



May 12 SERVICES TERMINATED if fees are still not paid.

Upon termination of services for nonpayment of delinquent fees, the family will be ineligible for CREST services, including Childcare, Playground Access, Enrichment and Youth Sports, until all delinquent fees are paid.

*Readmission will occur only if space is available when **all** fees are current.*

OPTION CHANGES & WITHDRAWAL POLICY

Upper CREST Childcare offers parents the convenience of enrolling their child (ren) in an option including not only full-time after-school care, but also day camps during winter and/or spring break. By enrolling in these options, parents are able to pay a portion of their day camp fees each month with their after-school program payment. Parents may only register for the day-camp-inclusive options prior to October 1.

Please note: *As day camp spaces are limited, parents enrolling in the day-camp-inclusive options are guaranteed a spot for their child. As a result, it is imperative that parents only enroll in these options if they are positive their child will be attending the day camp in which they are enrolling. **PARENTS ENROLLING THEIR CHILD (REN) IN ANY OF THESE DAY-CAMP-INCLUSIVE OPTIONS WILL NOT BE ALLOWED TO CHANGE THEIR PROGRAM OPTION AFTER SEPTEMBER 30.***

Two weeks advance notice in writing to the Upper CREST Site Coordinator is required to avoid fee penalties should you wish to withdraw your child from Childcare. In the event you fail to notify the Office of your intent to withdraw, payment of two weeks worth of fees is *required*.

REFUNDS

Refund requests must be made in writing to the Program Supervisor. A 15% administrative fee will be deducted from all refunds for Upper CREST Childcare. If the original payment was made by check or money order, a refund check will be issued in the name of the original payee and mailed to the address on file. Please allow four weeks for the processing of refund checks. If the original payment was made via credit card, the refund amount will be credited back to the card within two weeks of the request. Please provide two weeks notice for all refund requests.

TAX IDENTIFICATION NUMBERS & RECEIPTS

Parents wishing to claim tax credit for Childcare must utilize personal records. The City of Santa Monica Tax Identification number is: 95-6000790.

Within 10 days of receiving payment, parents are provided a receipt. It is the parent's responsibility to keep these receipts for tax purposes. Upon request, CREST staff will provide parents with the total amount paid for Childcare over any given period within 30 days of the request. CREST staff cannot provide copies of lost or misplaced receipts.

FINANCIAL ASSISTANCE

While we wish we could provide financial assistance to all families desiring assistance, funding is limited and certain restrictions apply. Income verification and/or documentation is required. For more information on City Financial Assistance, please contact (310) 458-8540 or visit CREST.smgov.net.

Connections for Children or CalWORKS Recipients

It is the responsibility of all parents receiving assistance from Connections or CalWORKS to contact their Family Specialist to re-register for the new school year.

If the CREST Office does not receive notification before school starts that your child is re-enrolled in the Connections or CalWORKS program, your child will **not** be accepted into the childcare program. To avoid any interruption to your service, please contact your Family Specialist one (1) month before school begins.

It is the responsibility of all parents to ensure that childcare service times are written on timesheets or Provider Payment Request forms. Any time a child is dropped off earlier or picked up later than the time stated on the timesheets or Provider Payment Request forms, the parents will be liable for paying the difference. Please make sure you communicate any change in work schedules and childcare needs to your Family Specialist as soon as possible. Remember the school's early dismissal days!

Parents are required to write the times their child is dropped off and picked up on their timesheets or Provider Payment Request forms on a daily basis. Parents are required to sign for the services they receive on a daily basis; *signing in advance may be considered fraudulent!*

It is extremely important that timesheets or Provider Payment Request forms are signed promptly or the CREST program which provides childcare for your child will not be reimbursed and you will be liable for program fees. If you are unable to pay the fees, your child will not be allowed into the childcare program.

If you are a parent who must provide timesheets signed by your employer, please make sure that the original is sent to your Family Specialist at the end of every month.

To avoid any interruption to your childcare service, please make sure that you sign the forms at the school site on a daily basis and that you give a copy of your own signed work timesheet to the Childcare Coordinator at your school.

If your child is absent from Childcare, you must write the date and reason for your child's absence on the back of the forms.

If your child is going to be absent from Childcare for more than three (3) consecutive days, you are required to notify the CREST Youth Office and your Family Specialist immediately.

Parents cannot move children from one school site or program to another without first notifying their Family Specialist.

Camps

If you would like your child to attend school break camp, please notify your Family Specialist at the beginning of the new school year.

If you have any questions, please call:

City of Santa Monica Youth Office, (310) 458-8540 (Ages 8-14)

ADDITIONAL CHILDCARE INFORMATION

ORIENTATION

Parent orientations are held at each site when the new school year begins. If you enroll in a CREST option at a later date, please speak to your lead teacher or site coordinator about setting up a time for an orientation. (See phone numbers on the “Contact Information” page.)

FOOD & NUTRITION

The SMMUSD Board of Education’s Nutrition Policy identifies “acceptable” and “unacceptable” foods as:

Acceptable foods:

Fresh fruit and vegetables, dried fruits, apricots, prunes, 100% fruit juice, nuts, seeds, crackers, graham crackers, milk, plain or frozen yogurt, frozen fruit, peanut butter, low-fat cheese, sandwiches, popcorn.



Unacceptable foods:

Candy with the main ingredient being sugar or any other simple sugar, cake with icing, frosted brownies, kool-aid, soda pop, carbonated beverages (soda), chips of any kind, non-fruit juice bars, ice cream with syrup or chocolate coating.

INSURANCE

The Santa Monica-Malibu Unified School District does not carry insurance for each child. You are strongly urged to enroll your child in the school insurance program. The rates are low. Information about the insurance programs is sent out in September of each year. For more information, please talk to your child’s or Site Coordinator (4-5).

SCHEDULES & ACTIVITIES



The most important goal in scheduling the day is to provide a healthy mixture of active and restful periods for children who are away from home for long hours each day. Daily schedules are designed by childcare staff and include snack, homework assistance, outdoor recreation, and structured art and fitness activities. CREST homework routines follow the recommendations of the Santa Monica-Malibu Unified School District Board of Education Policy 6154. Please ask your child’s childcare teacher for specific information about the daily schedule.

TOYS FROM HOME

Please do not have your child bring toys or valuable items from home. (Security objects needed for napping or separation, of course, are exceptions.) If your child’s class has a “Share Day,” please ask your child’s teacher about appropriate “share items.”

CREST SPORTS POLICIES

YOUTH SPORTS

SUPERSTARS (KINDERGARTEN) & ROOKIES (GRADES 1 & 2)

The goal of the Superstars and Rookies programs is to provide opportunities through sports for growth and development of character, leadership, and self-confidence in a safe and healthy environment. It is also our goal to encourage both girls and boys to participate in all sports.

ELIGIBILITY

Any child in grades K-2 who lives or attends school in Santa Monica is eligible to participate in the Superstars (grade K) or Rookies (grades 1 & 2) Sports program. Children must play at their school. Non-SMMUSD children play at the school nearest to their residence.

REGISTRATION

Each participant is required to submit a registration form that includes the release of liability waiver signed by parents or guardians. Payment must also be included with registration in order to secure a spot. Registration is held during the school year via mail, fax, online or walk-in for fall, winter and spring sports. No cash is accepted! Checks or money orders should be made payable to the "City of Santa Monica." Visa, MasterCard & Discover are also accepted. *Registration is limited.*



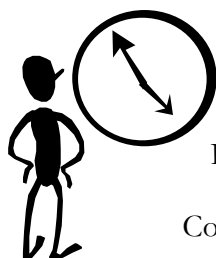
FINANCIAL ASSISTANCE

Santa Monica residents (17 years of age and under) are eligible to apply for Financial Assistance through the City of Santa Monica. Verification of residency and income is required. For additional information about Financial Assistance please call (310) 458-8540.

PRACTICES

The Superstars and Rookies programs meet once a week to introduce children to sports in a positive and noncompetitive environment. There are no league games.

LATE PICK-UP FROM PRACTICES



In the event that a child is not picked up after practice, those listed on the emergency card will be called to pick up the child. Staff will continue calling until someone is reached. Staff will remain with the child until the child is picked up. If those listed on the emergency card cannot be contacted, staff will release the child to the Santa Monica Police Department.

Consequences for late pick-up of children will be as follows:

First Time: A verbal warning will be given and will be recorded with a parent signature.

Second Time: A written warning will be given and will be recorded with a parent signature. A parent will then be required to meet with the School Site Coordinator for consultation.

.....●

YOUTH SPORTS

LEAGUES (GRADES 3 – 8)

The goal of the CREST Sports Leagues is to provide opportunities through sports for growth and development of character, leadership, and self-confidence in a safe and healthy environment. It is also our goal to encourage both girls and boys to participate in all sports.

ELIGIBILITY

Any child in grades 3-8 who lives or attends school in Santa Monica is eligible to participate in the Sports League program. Participants must play with their school team. Non-SMMUSD school participants must play with the school nearest to their residence.

REGISTRATION



Each participant is required to submit a registration form that includes the release of liability waiver signed by parents or guardians. Payment must also be included with registration in order to secure a spot. Registration is held during the school year via mail, fax, online or walk-in for fall, winter and spring sports. No cash is accepted! Checks or money orders should be made payable to the “City of Santa Monica.” Visa, MasterCard & Discover are also accepted. The fee includes a team uniform for league teams only (Grades 3-8).

Participants on wait-lists may not participate until cleared by program coordinator.

Registration is limited

FINANCIAL ASSISTANCE

Santa Monica residents (17 years of age and under) are eligible to apply for Financial Assistance through the City of Santa Monica. Verification of residency and income is required. For additional information about Financial Assistance please call (310) 458-8540.

PRACTICE RULES

A player must practice two times per week for the entire season. The following rules apply to unexcused absences:

- 1. One unexcused absence:** Participant will sit on the bench in uniform and will get to play five minutes of the game. Parents are advised by the coach.
- 2. Two unexcused absences:** Participant will sit on the bench in uniform and get NO playing time in the game. Parents are advised by the coach and the Sports Supervisor is notified. Parent and participant will be given the option to receive a refund and submit uniform.

3. **Three unexcused absences:** Requires a parent consultation with the coach and the Sports Supervisor; a decision will be made whether the player will continue. If the participant continues, no more unexcused absences will be allowed. If more absences occur, the participant will be removed from the team and no refund will be awarded.

GAMES

Games are played on Saturdays. League games will be held at one or more of the following venues: Memorial Park, Police Activities League Gymnasium, Airport Park , John Adams Middle School, and Lincoln Middle School.

LATE PICK-UP FROM PRACTICES & GAMES

In the event that a child is not picked up from practice, those listed on the emergency card will be called to pick up the child. Staff will continue calling until someone is reached. Staff will remain with the child until the child is picked up. If those listed on the emergency card cannot be contacted, staff will release the child to the Santa Monica Police Department.



Consequences for late pick-up of children will be as follows:

First Time: A verbal warning will be given and will be recorded with a parent signature.

Second Time: A written warning will be given and will be recorded with a parent signature. A parent will then be required to meet with the Site Coordinator for consultation.

MINIMUM PLAY RULE

Each registered participant must play a minimum of 10 minutes in each half, depending upon what sport is in season. Officials and score keepers track length of play to assure the minimum play rule. Coaches are required to inform the Sports Supervisor, officials, scorekeepers, and the opposing coaches of any injuries, disciplinary actions or extenuating circumstances that restrict the length of play for participants.

PLAYGROUND ACCESS OVERVIEW & POLICIES

The CREST Playground Access option is designed for students in grades 1-5 who wish to use the playground area after school for unstructured supervised play. Elementary school playgrounds are open to children who live in Santa Monica or attend school in the Santa Monica-Malibu Unified School District.



In Playground Access children are allowed to engage in unstructured play in designated areas of the playground. Basic playground equipment is available for check out. Staff members supervise children with a *desired ratio* of one adult to every 23 children.

Playground Access is recreation only. This is not a childcare program.

This option is not appropriate for families who need full-time or part-time childcare. Children do not receive a snack and can leave the playground whenever they wish. Children must sign out with staff.



Playground Access operates on school days, including minimum days. Playground Access does NOT operate on rainy days, staff development days, vacation breaks, during hazardous outdoor conditions, or when field space is limited due to a school special event. All children who participate in Playground Access must sign in and sign out daily if they use this option.

**Children may not return once they sign out for the day.
Only registered children may stay on campus.**

REGISTRATION INFORMATION

Registration for Playground Access is on-going. You may register for Playground Access at your school site with the after-school CREST staff or at the Youth Office at Reed Park. Students will be allowed to participate for up to one week while registration/emergency information is being obtained.

For the safety of all children, registration for Playground Access is required. All participants must provide a completed enrollment form. There is no fee to participate in the Playground Access program.

HOURS OF OPERATION



For Grades 1-2: Playground Access is available for 30 minutes after school beginning at school dismissal. Children in grades 1 and 2 may remain on the playground after 30 minutes if they are playing with an older sibling (grade 4 and up) or are accompanied by a caregiver.

For Grades 3-5: Playground Access operates for two (2) hours and fifteen (15) minutes after school dismissal.

These times remain in effect on early dismissal days. You can find Playground Access hours, including early dismissal days, posted on the playground.

SIGN-IN & SIGN-OUT

Each playground has a designated check-in area. Please check with your school office or CREST staff to confirm this check-in location. Children may sign themselves out from Playground Access at any time, and staff cannot prevent children from leaving the playground. We strongly encourage a parent or other designated caregiver to sign out their children.



PLAYGROUND ACCESS CLOSURE



Playground Access does not operate on rainy days. The program supervisor or site coordinator will determine whether the program will operate by 2:15 p.m. When Playground Access is closed, no supervision will be provided after school. Parents are responsible for picking up their child(ren) immediately following dismissal. Please note that Playground Access may also be closed due to other hazardous conditions (i.e. high winds, poor air quality, extreme temperatures) or lack of space due to a special event. CREST staff will do their best to notify parents in advance of any closures.

LATE PICK-UPS

Parents are responsible for picking up their children on time. When a child is not picked up on time, staff will contact persons listed on the emergency card and continue calling until someone is reached. Staff will remain with the child until the child is picked up. If those listed on the emergency card cannot be contacted, staff will have to release the child to the Santa Monica Police Department.

It is CREST policy to allow for no more than two late pick-ups over the course of a school year. Any deviation from this policy requires that the child be suspended from the program for the number of days. For instance, upon the 3rd late pick-up, the child will be suspended from the program for 3 days.

COMBINING WITH OTHER OPTIONS

Playground Access may be combined with other CREST options. It is highly recommended that parents enrolling their child(ren) in CREST Enrichment or Sports programs also enroll their child(ren) in Playground Access. This will allow your child(ren) to use the Playground Access program prior to and immediately following Enrichment classes and/or Sports practices. *Please note that the grade restrictions mentioned above still apply.*

CREST ENRICHMENT PROGRAM

MISSION

The mission of the CREST Enrichment Program is to present a wide variety of high quality, affordably priced before- and after-school enrichment classes which enhance the education of Santa Monica school students.

ELIGIBILITY

Any child in grades K-8 who lives or goes to a public school in Santa Monica is eligible to participate in Enrichment Classes. Children can attend classes at any of the school sites where Enrichment is offered according to the age requirement of the class. However, parents are responsible for transportation. **Off-site transportation is not available.**

REGISTRATION & PAYMENTS

Registration is available at the school site, online at recenroll.smgov.net, or by hand-delivering, faxing or mailing the registration form to:

CREST Youth Office
1133 7th Street
Santa Monica, CA 90403
TEL: (310) 458-8540
FAX: (310) 451-3569

Classes meet once a week for one (1) hour for eight (8) weeks. Program fees range from \$90-\$200 per class. Children enrolled in CREST Childcare receive a \$10 discount. Payment is due in full prior to the first day of class. Cash is not accepted. Checks, money order, VISA, MasterCard, and Discover are accepted. Please make checks and money orders payable to the "City of Santa Monica." There is a \$25 processing fee for all returned checks. Checks will not be accepted from customers who have had previous checks returned; any future payments must be made by money order or credit card.

LATE REGISTRATION

If a class still has openings, sign-ups will be taken up until the second class of each session. Registration is not pro-rated for missed classes.

FINANCIAL ASSISTANCE

Generous financial assistance is available, based on a sliding scale according to income level and family size, subsidizing up to 75% of class fees for low- to moderate-income families who live or attend a public school in Santa Monica. For additional information or an application for financial assistance, please call (310) 458-8540 or visit the CREST website (CREST.SMGOV.NET).

TRANSFERS, DROP & REFUND POLICY

A \$15.00 processing fee will be deducted for each transfer, drop, or refund. Class transfers, drops, or refunds are issued only if requested within one business day after the first class meeting. Requests must be made in writing to the Enrichment Supervisor at the Youth Office either in person, by fax, mail, or email.

CLASS CANCELLATIONS

Enrichment classes are taught by professional companies and instructors who bring classes to the school site. The companies require participation by a minimum number of children in order to hold the classes. Classes will be held open as long as possible. If a class does not meet the minimum enrollment requirement, the class will either be cancelled or combined with another class. Parents will be informed of cancellations prior to the first day of class. Should the class be cancelled, parents will be refunded for the full amount of the registration fee. The processing fee of \$15 will not apply for cancelled classes.

PICK-UP & DROP-OFF POLICY

All children participating in Enrichment Classes must sign-in at the **Enrichment Kiosk**, located on the school playground. Enrichment Classes begin and end at this centralized location. Instructors pick up students from the Kiosk and return them to the Kiosk at the conclusion of class. Parents or guardians must come to the kiosk to pick up their children and sign them out.

To ensure adequate supervision, children not enrolled in CREST Childcare must register with Playground Access to participate in Enrichment Classes. Playground Access registration forms are available at the Enrichment Kiosk and Upper CREST room on school campuses.

At the conclusion of Enrichment Classes:

- All children are returned to the Enrichment Kiosk.
- Children enrolled in CREST childcare are escorted back to their childcare room.
- Children not enrolled in CREST childcare and not immediately picked-up and signed-out are entered into Playground Access.
- When entered into Playground Access all program rules and policies apply. Please see the Playground Access Section of this Handbook to review those policies.

Please Note:

Kindergarteners are picked up directly from their classrooms and taken directly to their Enrichment Class. At the conclusion of the class, kindergarteners are taken to either CREST childcare or to the Enrichment Kiosk for parent pick-up. Kindergarteners should be picked up from the Enrichment Kiosk immediately at the conclusion of their class.

BEFORE-SCHOOL ENRICHMENT CLASSES

For before-school Enrichment classes, registered students are responsible for going directly to the class location to begin class. At the conclusion of the class, students are responsible for going to their homerooms. Students enrolled in Primary CREST Childcare (grades 1-3) will be picked up from and dropped off directly at their childcare rooms by CREST Staff.

RAINY DAYS

Indoor classes will continue and CREST Staff will help accommodate students until the beginning of their enrichment class on rainy days. For indoor classes on rainy days, the Enrichment Kiosk will be located in a hallway or other covered area that provides shelter from the rain near or around the playground and visible from the playground.

All classes scheduled to take place outside (blacktop, tennis courts, Kindergarten yards, fields, outdoor lunch areas, etc.) will be cancelled for the day and the class will be rescheduled at the end of the session. Always confirm cancelled classes due to rainy days with School Site Coordinator.

MINIMUM DAYS

Classes will continue as scheduled on minimum days unless otherwise notified by the School Site Coordinator.

HOLIDAYS, FURLOUGH DAYS AND SCHOOL BREAKS

Classes will not take place on school holidays, furlough days or during school breaks. The missed classes will be made up at the end of the session. Therefore the class session will run an additional week.

ASTHMA MEDICATION

For Children Enrolled in City of Santa Monica CREST Programs

In January 2005, a new California law went into effect allowing students with asthma to carry and self-administer their prescribed asthma medication. This legislation amends the California Education Code so that students with asthma would have immediate access to their potentially life-saving medications. Previously, schools and school districts decided independently whether or not to allow students to carry and self-administer asthma medication. Parents will now benefit from knowing that their children will have their medication right when they need it.

To facilitate this new policy, the City of Santa Monica will allow participants in City programs who need to take asthma medication prescribed by a physician to carry and self-administer inhaled asthma medication with the written consent of the physician and parent/guardian.

1. PHYSICIAN CONSENT LETTER: Attach to this form a written statement from your physician which includes the following information:

- The name of the medication
- How it is to be used
- Dosage
- Confirmation that the child is able to self-administer the medication.

2. PARENT CONSENT/REFUSAL STATEMENT

Child's Name: _____

Medication: _____

Physician's Name: _____

Physician's Phone Number: _____

Please indicate whether you consent or refuse to allow your child to self administer medication. If you consent, you must agree to all items listed below.

CONSENT:

_____ I consent to allowing my child to self-administer his/her asthma medication.

_____ I will allow camp staff to consult with my child's physician named above if questions or concerns arise.

_____ I absolve the City of Santa Monica and Rosie's Girls staff from civil liability if my child suffers an adverse reaction.

_____ I will provide the site with an extra inhaler should my child forget to bring his or her's.

REFUSAL:

_____ I do not consent for my child to self administer her/his asthma medication.

_____ I would like for the site staff to administer medication per parent/guardian release and instructions of our physician.

Parent/Guardian Signature

Date

CITY OF SANTA MONICA

1685 Main Street

Santa Monica, CA 90401

(310) 458-8701

MEDICATION AUTHORIZATION AND PLAN (ISHP/IEP 504 ISHP Episodic)

All students receiving medication at school require a Medication Authorization and Plan. This Authorization serves as an Individual School Healthcare Plan (ISHP) for Special Education students or a Section 504 Accommodation Plan for all other students. Episodic medication refers to medication needed during school hours on a temporary basis for episodic illnesses. Prescription and non-prescription medications are permitted at school only when a completed Medication Authorization and Plan is on file. If any of the conditions of this Authorization change, a new form must be completed and signed by the parent/guardian and health care provider. A new Medication Authorization and Plan form must also be filled out for each new school year.

This form is valid for school year _____ to _____.

Parent Section:

I, the undersigned as legal parent/guardian of _____(student/ Crest participant name) _____(child's birth date), request that a designated member of the school or Crest staff make available the following listed medications(s) to my child as prescribed on this authorization by the student's physician. I also authorize, as needed, the sharing of information related to my child's health between the school nurse and/or a designated school or Crest staff member and the health care provider listed below. I will comply with the district rules related to dispensing medication at school.

If approved by my child's health care provider, I agree to allow my child to self-administer the prescribed medication. I also absolve and release the City of Santa Monica and the Crest Program from any civil liability if my child suffers an adverse reaction to the medication.

Date	Parent / Guardian signature	Parent / Guardian printed name
Home address	City	Zip
	Work phone	Home phone

Provider Section:

I hereby instruct the designated school or Crest staff member to assist the above student/Crest participant in taking: _____

Medication Dose Route Time Diagnosis/Condition

Side effects that may be experienced even if given as prescribed: _____

Other medication taken by this student: _____

EMERGENCY PLAN:

I have instructed this student in the proper use of the above listed medication (s). In my professional opinion _____ MAY / MAY NOT (circle which) carry this medication him / herself.

Printed name of provider, Title, Telephone # _____

Signature of provider, CA license #, Date _____

References: *Health and Safety Code* section 1596.789; *California Education Code* Section: 49423 Medication at School; 49480 Continuing Medication. *Business and Professional Code:* 2725 Verbal Orders; definition of a Physician; 4036 definition of a lawful prescription; Restrictions on furnishing medications without prescription



CREST Parent Complaint Form

Parent's Name: _____ Phone Number: _____

Child (ren)'s Name(s): _____ Program Site: _____

Which program is this complaint regarding? _____

Please explain your complaint in detail:

Have you discussed this complaint with any CREST staff members or supervisors? _____

If yes, with whom? _____

Parent's Signature: _____ Date: _____

**You will receive a follow-up phone call from a CREST Program Supervisor
within three days of their receipt of this form.**



CREST Childcare Handbook Acknowledgement Form

Name of Child (ren) enrolled in CREST Program: _____

Name of Parent/Guardian: _____

School: _____

I acknowledge receipt of the CREST Childcare Handbook. I understand that it is my responsibility to read and follow the policies and procedures outlined in the CREST Childcare Handbook.

I understand that CREST staff cannot be responsible for disseminating information about its policies and procedures to all people who I authorize to interact with or pick up my child (ren). I understand that it is my responsibility to ensure that anyone I have authorized to interact with or pick up my child (ren) is aware of the CREST policies and procedures.

Parent's/Guardian's Signature: _____ Date: _____

**Please tear out or print this form if you are reading it online,
and submit to your child's
CREST Site Coordinator**

**City of Santa Monica
Youth Office Programs**

Automatic Billing Authorization Form

Name of Child _____ School _____

Program Name _____ Amount Authorized _____

Monthly Weekly Bi-Weekly

FROM CREDIT CARD

I authorize you to charge my program fees directly to the credit cards listed below:

Primary Card Account

Secondary Card Account

Name on card exactly as printed

Name on card exactly as printed

Billing Address for credit card

Billing Address for credit card

City State Zip

City State Zip

Credit Card Number Expiration Date

Credit Card Number Expiration Date

Signature Today's Date

Signature Today's Date

- Bill all charges to the above credit cards.
- This authorization is valid until I provide you with a written cancellation.

Visa/Master Card/Discover Only