Recreation Division
Youth & Teen Programs
Afterschool Programs CCARP
Parent Handbook
School Year: August 22, 2019 – June 12, 2020

This packet will provide you with important information about our afterschool program. Please read through it carefully and should you have any questions, contact the registration office at 310-253-6650.
Welcome to the City of Culver City afterschool programs. Thank you for choosing Culver City for your child’s afterschool experience. We look forward to becoming your afterschool program provider and will provide your child with an enriching and safe environment where they can unwind, develop and enrich their day with a plethora of activities. We are confident that through our fun filled activities and positive, encouraging, and spirited staff members, your child will have great memories they will carry with them throughout their lives. Please take the time to read through the entire handbook and familiarize yourself with the information. **Please Note:** Please read and sign the parent handbook acknowledgment form located at the end of this handbook and turn it into the registration office prior to your child starting at site.

**PROGRAM HOURS**

| CCARP (K-5) Elementary Hours | Mon., Tues., Thurs., Fri. from 3:15 – 6:00 & Wed. from 1:45 – 6:00 |
| CCARP (Pre-K) Elementary Hours | Mon., Tues., Thurs., Fri. from 2:55 – 6:00 & Wed. from 1:45 – 6:00 |
| CCARP CCMS Hours | Mon., Tues., Thurs., Fri. from 2:30 – 6:00 & Wed. from 1:45 – 6:00 |

**PROGRAM INFORMATION**

The Culver City Afterschool Recreation Program (CCARP) is for children five years of age or older that attend one of the following Culver City Unified School District school sites: El Marino Elementary, Farragut Elementary, El Rincon Elementary, Linwood Howe Elementary or Culver City Middle School. We do over enrollment for Pre – K students that are in full day.

**Location:** The Culver City Afterschool Recreation Program (CCARP) operates at five separate locations.
- El Marino Park, 5301 Berryman Avenue, 310-253-6648
- Lindberg Park, 5041 Rhoda Way, 310-842-8459
- Blanco Park, 5801 Sawtelle Blvd., 310-253-6681
- Linwood Howe Elementary School, 4100 Irving Place, 310-253-6650 (staff has a City radio)
- Culver City Middle School, 4601 Elenda Street, 310-253-6650 (staff has a City radio)

**Holiday Schedule:** CCARP is not offered on pupil free days, holidays, and during school vacations. CCARP follows the Culver City Unified School District calendar and adjusts hours according to early dismissal days except for Kindergarten. We are also closed for winter, spring and summer recesses. Day Camp is available during winter, spring and summer breaks through the Parks, Recreation & Community Services Department for a separate fee.

**Participants with Special Needs Assistance:** Our recreation programs are designed as a large group interaction experience. If your child is not able to interact in this type of setting, and requires “one-on-one” supervision during the school year, please contact your school to request for supervision for afterschool program hours. Please do not sign your child up without one. Parents must disclose any condition that might be classified under the header “special needs” before enrollment. Children should have no emotional; developmental of behavioral issues that require constant or more than usual attention from staff. Special needs can include: ADD/ADHD, Asperger Syndrome, mild to serve Autism, and other behavioral or medical conditions.

**Important Phone Numbers:**
- Registration Office (for immediate assistance)…………………………………………………………310.253-6650
- Recreation Coordinator, Arames White-Shearin (CCARP)………………………………………………310.253-6675
- Recreation Supervisor, Dawn Melton……………………………………………………………………310.253-6645

**Contacting Site Staff:** Staff may be contacted at the CCARP sites by phone during program hours only. To contact staff outside the program hours or to leave a message for any site, please call the registration office at (310) 253-6650 Monday through Friday between the hours of 8:00 – 7:00 and Saturdays & Sundays 10:00 – 4:00.
REGISTRATION PROCEDURES

Current Fees:
One child monthly registration fee, Resident $208
Second child monthly registration fee, Resident $188
One child monthly registration fee, non-resident $248
Second child monthly registration fee, non-resident $228

Payments are due no later than the 20th of the month prior to the next month’s session. The CCARP fee is a yearly fee divided into 10 monthly payments. If a monthly payment is not made or the participant is removed from the program for any length of time, the participant will be terminated from the program, if the payment is not made. (This means if a child is sick or the parent does not want the child to attend the program for any reason - example; on vacation, other parent has custody this week, or parent just does not need the service for a week, payment still must be paid for the whole entire month or the child will lose their spot).

Participants that miss the payment due date of the 20th; will be charged a $28.00 late payment fee.

Late payment must be made on or before the 23rd of the month prior to the next month’s session. If payment is not made by 23rd of the month prior to the next month’s session, child care services will be terminated for the rest of the school year. Once terminated from the program, participants will have to re-apply and will be placed on the waiting list. Registration staff will then offer the space to the next in line wait list participant.

<table>
<thead>
<tr>
<th>Month</th>
<th>SESSION DATE</th>
<th>PAYMENT DEADLINE</th>
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<tbody>
<tr>
<td>1</td>
<td>August/September</td>
<td>Due at Enrollment</td>
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<tr>
<td>2</td>
<td>October</td>
<td>9/20/19</td>
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<td>3</td>
<td>November</td>
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<td>March</td>
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<td>9</td>
<td>May</td>
<td>4/20/20</td>
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<tr>
<td>10</td>
<td>June</td>
<td>5/20/20</td>
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Online: Payments can be made online through links provided by registration office staff only by the option of a credit card (VISA or MasterCard) is an acceptable form of payment. There is a service charge when paying online.

Mail-In: Complete the CCARP Payment Form and include a check or money order payable to: “City of Culver City”. Mail to Parks, Recreation & Community Services Department, Recreation Office, 4117 Overland Avenue, Culver City, CA 90230. Postmarks MUST be by the deadline date.

Walk-In: Pay directly at the Recreation Office, 4117 Overland Avenue, Culver City.

NSF Check Charge: There is a $25 fee, plus full payment, for checks returned to our office due to insufficient funds. The full payment and fee must be in the form of cash. Your child will not be able to participate and may lose her/his spot if full payment is not received on time.

Refund Policy: No refunds, transfers or pro-rations for cancellations, absences or illness with less than a 1-week notice. A $25 processing fee for refunds. Refunds will be issued in the form of a check and take up to 4-6 weeks to process if paid with cash or check. Credit card transaction take 2 to 5 days.

*The City Council sets the fees annually. Fees may be adjusted every July 1 and any increases shall be applied to all program activities regardless of when enrolled.*
**LATE PICK UP POLICY**

**Late Pick-Up Fee:** CCARP ends promptly at 6:00 pm. You may sign your child out any time before 6:00 pm. You are required to pay an additional $1 for each minute staff must wait with your child after 6:00 pm. The clock used to determine the time is the clock at the sign in and out table at camp. At 6:10 pm, staff will begin calling all the phone numbers on your Emergency Information form. If no one can be reached and your child is not picked up by 7:00 pm, s/he will be taken directly to the Culver City Police Department (310) 837-1221. In an effort to keep this from happening, please arrange a back-up plan for your child’s pick-up prior to needing it. Late charges will be added to your account.

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**SIGN-IN & SIGN-OUT PROCEDURES**

**TRANSPORTATION / MEETING LOCATION**
(Any student or parent having trouble finding the CCARP meeting location should go to the school’s main office and wait for the CCARP staff to arrive at the school’s main office. CCARP staff will check the school’s main office before leaving the school or starting the afterschool program.)

**Farragut Students:** Students in grade 2nd – 5th will meet CCARP program staff at the rear of the school on the northwest side of the playground at the first bench next to the water fountain directly after dismissal from school. Grades K – 1st students will be picked up by CCARP staff from their classroom directly after dismissal from school. From there participants will be accompanied by program staff to Lindberg Park by walking through the back gate of the school near the bungalows, across the parking lot along the fence, across the La Ballona Creek Bridge behind the Middle School and down the block to the park.

**El Rincon Students:** Students in grade 2nd – 5th will meet CCARP program staff at the Blanco Park building adjacent the playground area directly after dismissal. Pre – K - 1st grade students will be picked up by CCARP staff from their classroom directly after dismissal from school.

**El Marino Students:** Students in grades 2nd – 5th will meet CCARP program staffing the front of the school directly after dismissal. Pre – K - 1st grade students will be picked up by CCARP staff from their classroom directly after dismissal from school.

**Linwood Howe Students:** Students in grades 2nd – 5th will meet CCARP program staff at the CCARP Hut Shelter on the playground grass area or school library Pre – K - 1st grade students will be picked up by CCARP staff from their classroom directly after dismissal from school.

**Middle School Students:** Students will meet CCARP program staff in Room 302 near the front Gym close to the athletic field.

**Daily Sign In:** Staff on a daily basis will sign in all participants. No child will be released to any person not previously authorized in writing by the parent. The only exception to this rule is that parents may stipulate in writing that their child may sign him/herself out if the note specifies the time the child may sign out and where they are to go. All participants must be signed out in the presence of a staff member on the forms provided at the site. Only individuals indicated on the child’s Waiver Form can take your child from the facility. PLEASE BE SURE TO UPDATE THE FORM AS OFTEN AS NEEDED. For that reason, we ask that you list as many people as possible, that may possibly, pick your child up from CCARP. Anyone signing out a student may be required to present identification.

**Absence:** If your child will be absent from the program on any given day, you are required to call the Recreation Registration Office (310) 253-6650 before 12:00 noon.

If your child’s name is not on the sign in sheet, please go directly to the registration office or call to verify enrollment. Do not add your child’s name to the roster. Site staff is not responsible for the upkeep of the roster; you must go to the registration office for answers. Once enrollment is verified, please bring proof of enrollment.
BUILDING RESTROOMS
Building restrooms are for the use of program participants ONLY. Parents are asked not to use the restroom designated for participants. If your child requires assistance in the restroom, please contact your child’s rec leader they may be able to assist.

Your child must be potty trained prior to enrolling in afterschool programs.

PETS
Pets are NOT allowed at CCARP. Please do not bring pets into close proximity of participants, staff or parents. If possible please leave pets in your auto or secured at least 50 feet away as this can be a distraction and possibly harmful to others.

TRIP INFORMATION
There may be a few field trips during the school year. Trip information will be provided to parents at least two weeks in advance. Field trips leave and return from the camp base site.

There is no care for participants who do not attend the field trip. We do not allow parent volunteers on field trips. Staff is not responsible for lost souvenirs or money once your child has possession.

LOST OR MISSING CHILDREN
Every effort is made to keep all children safe. Staff conduct head counts at the beginning, middle and the end of each daily activity.

Staff has been given specific steps to follow when a child is missing at afterschool or on a field trip. These steps include searching the area, retracing steps, and carefully questioning other children and staff members. Provisions are made for notifying the police, the child’s parent, Parks & Recreation Registration Office.

SNACK/BIRTHDAY PARTIES
We provide an afternoon snack daily. If your child has food allergies please be sure to include that information in your packet. Do not pack foods that need refrigeration or heating. We also suggest sending additional snacks in case your child needs to eat regularly.

Food for celebrations: In the event of a birthday celebration, please get approval from staff prior to the day. Only bring store brought goods. No home baked goods or home cooked foods can be shared, if homemade foods are brought in for those events they will not be served to participants.

MOVIES
Movies will be shown in afterschool. The movies shown will be either G or PG rated. PG-13 rated movies may be shown at CCMS Only. Discretion will be used in the PG rated movie-selections. If you do not wish your child to view any G, PG or PG-13 movies while at CCARP, please provide us with a written notice.
**PHONE CALLS**

Participants will not be allowed to use office phones or cell phones during CCARP hours. If there is an emergency or the participant is ill, a staff member will call you. We also ask that you do not call your child at CCARP. Phone calls interrupt whatever activity your child is participating in. If you need to get a message to your child, a staff member will be able to relay a message, but please only call for emergencies.

**ABOUT OUR STAFF**

CCARP staff are employees of the Culver City Parks, Recreation and Community Services Department. They are selected for their experience working with children and their desire to help youth grow emotionally, mentally and physically.

In order to be employed by the City of Culver City staff is goes through a comprehensive background check which includes fingerprinting through the Department of Justice, tuberculosis screening and reference checks. In addition they go through a comprehensive and intensive staff training which include first aid and CPR prior to beginning work at CCARP. All of these precautions ensure the safety of our participants.

<table>
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<tr>
<th>Child To Staff Ratio</th>
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<tr>
<td>Children Ages</td>
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<tr>
<td>5-13 years</td>
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**ILLNESS AND EMERGENCY**

**Minor Injuries:**

Staff are certified in CPR/First Aid and will administer treatment for minor cuts, scrapes and bruises. The injury will be logged and the parent will receive notification upon pick-up.

**Emergency/Major Injuries:**

In the event of a major medical emergency, 911 will be called, and the Participant will be transported to the nearest hospital. The parent/guardian will be called immediately. We will use the phone numbers listed on the application. In the event that the parent cannot be located, the other Emergency Contacts will be notified. Please advise us, in writing, of all current phone numbers and authorizations.

**Illness:**

This is a Well Child facility. **DO NOT** send your child to CCARP if he/she is not feeling well. Most children with a mild illness can safely attend the program. However, a child may be too sick to attend if:

1) The child does not feel well enough to participate comfortably in the program’s activities.
2) If your child has a fever of 100°F or greater, they should remain at home and not return to the program until they have been without a fever for 24 hours/(one day) without the use of any medications such as TYLENOL, ADVIL or IBUPROFEN.
3) The staff cannot adequately care for the sick child without compromising the care and safety of the other children.
4) The child has any of the following symptoms:
   - If your child appears sleepy and without energy because they are not feeling well.
   - If your child vomits/throws up two or more times in the past 24 hours.
   - Signs or symptoms of possible severe illness; i.e., persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy, etc.
   - If your child has a bad sore throat with fever or swollen glands, they should be seen by a doctor and should get a doctor’s note before returning to the program.
   - If your child has a cold with a really bad runny nose or has trouble breathing through their nose.
   - If your child has a bad cough and is coughing up yellowish mucus.
   - Any child with a communicable disease, including head lice, will not be admitted to the program without a doctor's release.
**Medication:**
Medications that must be administered daily are the responsibility of the parent. The child must have on file with the Recreation Registration Office a “Medication Release” form signed by the parent specifically for the medication the child requires. Only over-the-counter medications such as Benadryl or topical solutions are allowed at CCARP; EpiPen or insulin is the responsibility of the parent to administer. No medication will be administered unless it is in a prescription container or original container with the child’s name and specific dosage directions on it. The medicine must not be expired. Please do not allow your child to keep medications in their lunch box or backpack as these can easily get in the hands of other participants.

All medications both over the counter and prescription must be turned in to staff and will be kept in the CCARP Site Medication box.

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**A DAY AT CCARP?**

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<tr>
<th><strong>DAILY SCHEDULE:</strong> CCARP has a full array of activities for your child to participate in. All activities are considered age-appropriate to the elementary and middle school population. Activities are continually added and are not limited to what is listed below. Participation in all activities is encouraged.</th>
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<tr>
<td><strong>HOMEWORK TIME:</strong> CCARP offers time for children to do their homework. Your child has the responsibility to attempt to do their homework daily and respect others while they are doing their homework.</td>
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<td>Staff will remove any participants that are unruly or that disrupt the room. Parents will need to check their child’s homework. Parents are encouraged to discuss homework concerns with staff.</td>
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<tr>
<td><strong>GAMES &amp; CRAFTS:</strong> Whether it’s board games or active tag and ball games, staff will plan activities for all participants so everyone will have something to catch their interest at some point.</td>
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<td><strong>Arts &amp; Crafts</strong> projects are planned and done in the afternoon and can take over a course of several days or weeks. Please refer to the monthly activity calendar for more details of each project.</td>
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<td><strong>FREE PLAY:</strong> We believe that kids need a break from the structure that is imposed on them all day at school and after school in organized programs. Therefore, we consider Free Play to be an important part of our program. Free Play allows your child to exercise their creative impulses, socialize, blow off steam and look outside of the pre-planned box into the world of possibilities. Although the children will be supervised and will be given boundaries to observe, Free Play is an unorganized activity and will look like it.</td>
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<tr>
<td><strong>SPECIAL PRESENTATIONS:</strong> Parents and other adults in the community may be dropping by to talk with kids about different topics. You will be notified in advance of the topic matter and the presenter.</td>
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<td><strong>PUBLICITY:</strong> Staff from time to time will take pictures of the children in the program during regular activity hours. These pictures may be used for parent presentations, bulletin boards or promotional materials.</td>
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EVALUATION & COMPLAINT PROCEDURES

COMPLAINT PROCEDURE: If you have a question or a complaint about any area of the CCARP program, please speak to the Site Senior Recreation Leader or call the Recreation Coordinator or Recreation Supervisor. You may also go to the city website at www.culvercity.org and click Culver City Connect.

EVALUATION PROCEDURE: We ask parents to complete CCARP evaluations in order to get feedback on how well the program is operating and to solicit future program ideas to consider. Please complete and return the form to:
Attn: Dawn Melton, Recreation Supervisor
4117 Overland Avenue Culver City, California 90230
or fax it to: Attn: Dawn Melton (310) 253-6649

NO PARENT IS ALLOWED TO CONFRONT ANY CHILD REGARDING DISPUTES BETWEEN PARTICIPANTS. PLEASE TALK TO STAFF FIRST AND A CONFERENCE WILL BE HELD TO ASSIST THE SITUATION.

CCARP RULES

Code of Behavior:
Please remember City operated programs are designed as a large group interaction experience. If your child(ren) is not able to interact in this type of setting, and requires “one-on-one” supervision, please do not sign him or her up. Instead, talk to the Recreation Coordinator to get a list of referrals that can best meet the needs of your child.

Our staff is trained to work in the childcare field. Through proper redirection, children should be able to distinguish for themselves the difference between right and wrong, acceptable and unacceptable behaviors. In order to preserve a healthy and safe environment, misconduct action will be handled as follows:

No Tolerance Policy: Bullying, rough housing, fighting, biting, not keeping their hands to themselves, spitting, choking, scratching or destruction of City equipment; these actions warrant an immediate (2) day suspension.

Personal Property: Our staff does not assume responsibility for the personal property of any participant. For the protection of your child’s personal property, if you allow your child to bring anything of value to the program, please mark the item with your child’s name. Items left out carelessly, not put safely away or shown to other participants will have a greater tendency to disappear. Any child caught stealing will be dealt with by an immediate conference with parents and the Site Senior Recreation Leader to determine appropriate discipline.

DISCIPLINE
1. First Offense – Verbal warning by staff
2. Second Offense – 5 minute time out away from the group
3. Third Offense – Parent notified for conference with the Recreation Coordinator
4. Fourth Offense – The participant will be suspended or removed from the program for 1-3 days at the Recreation Coordinator’s discretion and with the consent of the Recreation Supervisor. The decision will be based upon the Recreation Coordinator’s appraisal of the participant’s behavior as well as the parent’s involvement in aiding the participant to overcome behavioral problems.
5. Fifth Offense – The participant will not be allowed to attend the program. No refund will be given.
Please Note: Anti-Bullying Free Environment Policy Adopted by City Council:

Aggressive behavior that involves unwanted, negative actions through physical, written, verbal or other means (e.g. social media); may involve, but is not limited to, a pattern of repeated behavior over time and/or an imbalance of power or strength; and may include, but is not limited to, behavior such as: direct physical contact (e.g. Hitting, shoving), verbal assaults (e.g. Teasing, name-calling), Harassment (including sexual harassment), threats, intimidation, hate violence, and/or social isolation or manipulation. A participant who has had misconduct action taken in a previous City operated program will be restricted from enrolling in (2) consecutive City operated programs.

A conference with the Recreation Supervisor and Recreation Coordinator is required if parents would like to re-enroll their child in a program. This conference will be to determine if there have been improvements in behavior and to stress any misconduct will result in immediate removal from a program. If your child is granted approval to return, you will be notified by mail. Once the child returns they will be placed on a probation status for (1) year. During the probationary period, if the child has one offense, they will not be allowed to continue with a program. No refund will be given.

Note: If property is damaged as a result of abuse by a camper, the parent of the camper may incur the cost for the repairs or replacement of the damaged property.

These rules were developed with you in mind. All we are asking is that each participant in the program takes responsibility for their own actions. RESPECT is the basis for all of the following rules. If you respect yourself, those around you and your physical surroundings then you will be adhering to the following rules (and even some that aren’t covered below):

1. No cussing, foul language or mean remarks. This includes obscene gestures. Clothing with inappropriate language or expressions may not be worn.
2. Tell the truth. When you don’t tell the truth, you lose people’s trust. When you are truthful, you build respect.
3. Stay within boundaries at all times. If you can’t see a staff person then they can’t see you.
   - This rule also applies to field trips: you must be able to see your rec leader at all times when on a field trip.
4. No Bullying or hazing.
5. Clean up after yourself. The janitorial staff does not clean our space.
6. No defacing or damaging property (either public or someone else’s). Such actions will result in immediate expulsion from Camp as well as the reimbursement for the damaged property.
7. Keep your hands to yourself. Don’t touch things (or people) you don’t have permission to touch.
8. Don’t disrupt the program. If staff needs to take time away from the program to have a special talk with you, it’s taking time from everyone else.
9. No weapons of any kind are no permitted at camp.
EMERGENCIES AND UNUSUAL CIRCUMSTANCES

Child Abuse
Under Mandatory Child Abuse and Neglect Reporting Act, California Penal Code Section 11161.5, City of Culver City PRCS staff is mandated to report any SUSPECTED form of child abuse to the proper authorities. **HARASSMENT OF ANY OTHER CHILDREN BY ANY PARENT OR FAMILY MEMBER IS CONSIDERED TO BE CHILD ABUSE, AND WILL BE REPORTED.**

Emergency Procedures
Earthquake and fire drills will be practiced regularly so that everyone will know exactly what to do during such emergencies.  
If an emergency or disaster requires relocation of the children and staff, parent will be notified via, text, email, or telephone. It is advisable to discuss emergency family plans with your children. This should include arrangements to be made in case you or your designated person is unable to get to the center.  

Natural Disasters (Earthquakes, Fires, etc.)
In the event that a natural disaster should occur during the program, all recreation staff will remain on the premises until all children are picked up. Your child will be released only to those persons authorized on the Emergency Form.

Community Emergencies
These types of emergencies will be handled on a case by case basis. We will work directly with C.C.P.D. and Recreation Supervisors for updates, instructions, and procedures we are to follow.

Extraordinary Circumstances
Assault, abduction, and the like are all extremely rare and exceedingly unpleasant realities. Our staff is very cautious of their surroundings and if at any time they feel any peculiar situation is developing, they understand to stay calm and get the children as far away as possible and alert the Director ASAP! We understand that we cannot always prevent some situations from occurring, but we can sometimes prevent ourselves from becoming involved by being aware. Staff is instructed and trained to take precautions, and to always know what is going on around them. In any unusual case, C.C.P.D., Recreation Supervisors, and parents/guardians will be notified immediately.
CCARP PARENT HANDBOOK AGREEMENT FORM

Please complete and return form to the registration office.

CHILD(REN)’S NAME: ____________________________________________________________

SITE NAME: ___________________________________________________________________

With my signature I, ____________________________, hereby acknowledge that I have received,
Parent’s Name (please print) read, and understand all Culver City CCARP Program rules, policies, and procedures stated in the Parent Handbook and the Registration Application. I understand and agree to review this information with my child(ren) and any other persons associated with my child(ren) during the period of care with Culver City CCARP Program. I further understand that failure to comply with any part of Culver City Program rules, policies, and procedures will result in my child’s dismissal from the program.

___________________________________ ________________
Parent / Guardian Signature Date Signed

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Things to Return to Registration Checklist

☐ Parent Handbook Agreement Form
☐ Field Trip Permission Slip
☐ CCARP 2019-2020 Enrollment Form
☐ Middle School Sign Out Authorization Form (CCMS ONLY)
☐ Authorization to Dispense Medicine/Waiver to Consent
☐ Emergency Kit (please take to site first day of school)