



Katie Venza Balesteri, Program Manager  
After School Programs and EDC  
Salinas City Elementary School District  
840 S. Main St.  
Salinas, CA 93901  
(831) 784-2259

Salinas City Elementary School District  
Best of Education and Safety Time (BEST)

How to Apply

Every family interested in participating in the BEST program during the 2009-10 school year must submit the attached application.

One application may be used for all children from the same family attending the same Salinas City Elementary School District school. If you have children attending more than one school, separate applications must be completed for each school. Additional applications will be available in the school office and at the District Office at 840 S. Main.

**Submitting an application does not guarantee enrollment for the 2009-10 school year.**

The application must be filled out completely and submitted to Katie Venza Balesteri, Salinas City Elementary School District, 840 S. Main, Salinas, CA 93901 by mail, in person or to the school office. Incomplete applications will not be processed. All information provided on the application is subject to verification. Falsifying or omitting any of the information will disqualify the applicant from receiving after school services from the BEST program.

The capacity at each school's program varies depending upon funding. It is anticipated that the demand for services will exceed the capacity of the programs at most schools. It is extremely important that the application is completed and submitted as soon as possible.

Application Process

The application process will begin on or about May 18, 2009. All applications received will be reviewed using the following guidelines. Students with strong attendance and consistently positive behavior in the past year will be given priority for enrollment in the coming year. Applications received from students who are not currently enrolled in the BEST program, will be accepted for enrollment based on the ranking and priority system detailed below up to the maximum capacity for each school's program. Once the enrollment capacity has been reached, children who cannot be accepted for enrollment will be placed on a waiting list, in the same order of priority, and will be enrolled as space becomes available.

Each application will be rated using the following rating system:

Single parent household	2 points
All parents/legal guardians/foster parents living with the child(ren) are employed full time (40 hours per week) or full time students (enrolled with at least 12 units)	2 points
<b>Total Maximum Points Possible</b>	<b>4 points</b>

First priority enrollment will be given to applications rated with 4 points and last priority will be given to applications rated with 0 points. In cases where a determination must be made between two or more applications of equal priority, selection for enrollment will be made by lottery.

### Program Policies

#### **Attendance Policy:**

Once enrolled, every student is required to attend BEST every day. In accordance with the California Education Code, students are expected to attend the program everyday for the full range of hours offered. If your child missed school for any reason, whether the absence is excused or unexcused, it is the responsibility of the parent to contact the BEST program to let them know that they will also be missing BEST. Students who do not attend regularly or consistent failure to notify the BEST staff of your child's absence is grounds for termination from the program. Please notify the BEST staff with advance notice of absences when possible.

Students should arrive to the BEST program IMMEDIATELY after school. The program cannot be responsible for students who have not checked-in with the program right after school. More than 3 unjustified tardies will be reason for dismissal from the program.

#### **Early Release Policy:**

A child may be released early from the BEST program prior the end of the program time of 6:00 pm under the conditions listed below. Any time a student leaves the program early, the reason must be documented on the sign out sheet.

1. Attending a parallel program (programs in the school or community centers such as sports/cheerleading, dance, scouts, etc.). Request for approval must be made in writing to the Teacher In Charge. If the activity will be a regular occurrence, the request will only be necessary once.
2. Family Emergencies
3. Medical Appointments / illness
4. Interference with regular family routines and schedules
5. Safety, no transportation
6. Other conditions agreed upon by the Administration

Whatever the case may be, the date, time and reason of the early release must be recorded on the sign-out sheet. If a student is frequently withdrawn from the program early (more than 30 minutes before the end of program), they may be dropped.

**Kindergarten Enrollment Policy:**

The BEST program is designed to focus on the academic and enrichment needs of students in grades 1-6. Kindergarten students may be allowed to enroll on a case by case basis, following a discussion with the administrator in charge of after school programs.

**Student Behavior Policy:**

Students are expected to observe the school rules. Following those rules, not toys, cell phones, mp3 players, or any electronic devices are allowed out of backpacks during the BEST program. If there are repeated occurrences when a student does not follow the rules, or if a serious incident occurs, a student may be un-enrolled from the program. Notice of such an occurrence will be given to the parent either verbally or in writing.

**Homework Policy:**

The BEST program strives to offer a full daily schedule, which offers homework time, academic time and enrichment time. Homework assistance will be available daily. It is the students' responsibility to bring their homework to the BEST program. The program staff are not responsible for incomplete homework assignments. If homework is not completed during the program, it is the students' and families' responsibility to complete those assignments at home.

**Student Release and Pick Up Policy:**

For the safety of our students, all students participating in the BEST program must be signed out in the office when they leave. Only those individuals whose names are listed on the emergency card will be allowed to sign a child out from the program.

For safety, we discourage students to walk home. This policy may be waved in rare cases where no one is available to pick a student up from the program regularly due to work/school schedules. These cases will be reviewed on a one by one basis. Requests for this waiver must be submitted in writing to the Program Manager for After School Programs. If approved, parents/guardians assume responsibility once their child(ren) have signed themselves out.

**Students who are picked up late will be dropped from the program.**

**Authorization of Photographs:**

During the year, the Salinas City Elementary School District may be taking photographs of your student. If you do not want to have your students picture taken, please let the BEST program staff know in writing.



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**Best of Education and Safety Time (BEST)  
 Application for the 2009-10 School Year**

**Please Print and complete legibly. Incomplete or illegible applications will not be processed.**

1. School Name: \_\_\_\_\_

2. Child(ren)'s Name:

Last Name, First Name	Date of Birth	2009-10 Grade Level

3. Child(ren) currently enrolled in the 2008-09 BEST program?  Yes  No

4. Number of parents/legal guardians/foster parents living with child(ren)?  1  2

5. Are all parents/legal guardians/foster parents living with child(ren) full time employees (at least 40 hours per week) or full time students (12 units)?  Yes  No

**Parent/Legal Guardian/Foster Parent Information (The following table must be filled out completely for those who answer yes to #5 above and will be verified.)**

Name	Employer or College/School*	Employer Phone # or Adult Student ID #

\*If self-employed, please include a copy of your Business Tax Certificate Number, Federal Tax ID Number, Business License Number or 1099 for 2008

Print Name (Parent/legal guardian/foster parent completing application): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Signature of Parent/ Guardian: \_\_\_\_\_