

Crescent Cove Respite Scheduling Guidelines

We have established scheduling guidelines to provide equity and to serve the increasing number of families that utilize Crescent Cove.

Before Scheduling Your Child for Respite

- New families:
 - Attended a House Tour (Virtual or In person)
 - Completed a parent overnight
- Returning families: Your child must have had a respite stay within **one** year.
 - If your child has not stayed for respite within the last year, a parent overnight may be required.

Respite Scheduling Guidelines

- Current families can be scheduled up to **six months** in advance.
 - If the request is **six months in advance**, it can be submitted on the **1st and 15th of the month**
 - For example: If you would like to schedule your child for a respite stay October 4th - October 7th, you could send a request to Admissions on **April 1st**. If you would like to schedule your child from October 20th - October 22nd, you could send a request to Admissions on **April 15th**.
 - If the request is less than six months it can be requested at any time
- Requests must be submitted *by email* to our care coordinator at admissions@crescentcove.org
- If a child has had a hospital stay, they must be out of the hospital for 10-14 days prior to any respite stay.
- Every child is eligible for up to 15 overnights within a calendar year (January-December) per availability.*

Of these 15 nights, families may schedule:

- A total of three weekends per year (a respite stay that includes 2 of 3 weekend days Friday, Saturday and/or Sunday).*
- One Holiday per calendar year: New Years Day, Martin Luther King, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day.*

Length of each Respite Stay

- Each respite stay is limited to a maximum of **seven** consecutive nights.

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Cancellations

Due to unexpected situations, families may need to cancel their stays. In the event of unexpected cancellations/situations, Crescent Cove may offer additional days outside of these guidelines.

In order for Crescent Cove to best serve every family, we request that **cancellations or adjustments to respite stays be made at least 14 days in advance.**

*When requesting respite dates, please be aware of our admission and discharge hours.

If you are unable to make your assigned admission or discharge time, please contact the Home as soon as possible and be aware that you may be rescheduled based on availability for admission/discharge times and the schedule of the day.*