

THE ARC/ROWAN
SUMMER DAY PROGRAM
PARENT HANDBOOK – SIX WEEK PROGRAM

PURPOSE AND PHILOSOPHY:

The goals of the Summer Day Program are: (1) to provide a secure and positive environment, which will meet the physical, social, emotional and educational needs of the children, enrolled. (2) to provide support for the families by the provision of excellent quality daycare. The program seeks to provide sequential training aimed at sensory development, self-help skills, personal and social skills, language and communication skills, cognitive skills, gross and fine motor skills, as well as constructive use of time.

GOVERNING BODY:

The Arc/Rowan administers the program. Authority and responsibility for management are placed with The Arc/Rowan Executive Director.

LICENSOR AND STANDARDS:

The program is licensed and approved according to standards established by the Child Day Care Section and The Division of Mental Health/Mental Retardation/Substance Abuse Services. Programs are reviewed and evaluated annually.

HOURS OF OPERATION:

Summer Day Program hours are 8:00 a.m. to 3:30 p.m., Monday through Thursday. Beginning June 28, 2010 and will end August 5, 2010. We will have two locations in Rowan County - one will be Koontz Elementary and the other site is to be determined.

ADMISSIONS:

Admissions shall be based on the evaluation of the child's developmental needs, the family's need for day care services, the appropriateness of the program to meet those needs, and budgetary restraints in providing the essential staff-child ration. Eligible children include those currently served by public school educational programs.

APPLICATION PROCEDURES:

The parent or guardian will need to complete application forms, release forms and financial statement forms. An admission assessment will be completed within thirty days of the initial application. The family will be notified of their child's acceptance. Should there not be a vacancy, the child's name will be place on a waiting list for admittance when an opening occurs.

ENROLLMENT:

When a child is accepted, parents will be notified when the child can start. Each child shall have a documented medical examination by a qualified physician as of September of the previous year prior to admission and annually thereafter, stating the child's ability to participate in the program.

Immunizations must be current at the time of enrollment. If there is a medical reason why immunization could not be given, a physician's statement to that effect must be on file. The statement must indicate whether or not the immunization is to be given at a later date. Application forms, permission forms, medical and emergency information, client rights information and income information must be on file.

CONSULTATION:

Staff will confer periodically with families and with public school officials to assure continuity of educational goals and training methods.

All children not receiving services through the area program but through the school system may request a copy of the treatment plan/IEP from the Director of The Arc/Rowan.

PROGRESS REPORTS AND PARENT CONFERENCES:

Individual goals will be established for each child and kept on file at the site. While there may be daily conversation between parents and staff, parents should feel free to request a conference anytime they feel more discussion would be helpful. Families are encouraged to call the Coordinator about questions or areas of concern. Parents are welcome to visit the Summer Day Program.

Periodic reports of plans and activities will be sent parents.

ACCIDENT INSURANCE:

All children enrolled are automatically covered under an Arc insurance policy, which pays for medical expenses for accidents incurred while participating in the program. There is no fee for the coverage. Staff members are covered under Worker's Compensation Insurance.

ARRIVALS AND DEPARTURES:

The staff should be notified if a child is to be picked up or released to anyone other than the parents. A list of persons to whom the child can be released is required at the time of enrollment, and parents should notify the director when there are changes. Parents should bring the children into the center and let a staff person know of the child's arrival.

CLOTHING AND PERSONAL BELONGS:

Parents should furnish a complete change of clothing to be kept at the site. A blanket or large towel should also be furnished to use as cover at rest time. All items must be labeled with the child's name. Children should not bring toys, food or gum without prior approval of the director. A backpack is a helpful way to transport clothing and notes to/from the Summer Day Program. Staff check the backpacks each morning.

Parents should provide adequate supplies of diapers or other special supplies or equipment if needed.

FOOD:

Menus of snacks and meals shall be posted one week in advance. Lunches and one snack daily are provided free through the School Food Service. One additional snack is also provided daily.

MEDICATIONS:

No medications will be administered by Summer Day Staff unless written permission is given by the parents along with written instructions on the prescription label, giving the procedure, time, dosage and the length of time medicine is to be given. Possible side effects should also be noted. Staff will do no mixing in bottles. If medicine must be administered during program hours, the director and or co-director is designated to be in charge of administering medicines and seeing that it is properly stored and locked after the dosage is administered.

ILLNESS:

Children with symptoms of illness or infection are excluded from the program to minimize the spreading of illness. A child cannot attend or remain at the program if the child develops a fever, skin rash, open sores, bad cold or cough, sore throat or discharge. Parents are expected to pick up a sick child promptly when called. Staff should be notified when a child has measles, mumps, chicken pox, hepatitis or other contagious disease so that other parents and the Health Department can be notified as required. **A child should not return until free of all symptoms for at least 24 hours** and is well enough to participate in all activities. A physician's statement may be required.

MEDICAL EMERGENCIES:

Parents or guardians must sign a consent form to permit emergency medical care should it be needed. The priorities for medical emergency care are to attend to the child and to evaluate and initiate appropriate first aid. The appropriate medical assistance (nurse, doctor, ambulance, etc.) is then called. If there is any doubt as to the safety of moving the child, then the child should not be moved unless there are hazards or dangers nearby necessitating movement. The parents or guardian or the emergency contact person is called after injury or illness has been appraised and initial care is given. Parents are responsible for notifying the Director when there are changes in the following: address, telephone, work telephone, name of emergency contact person or name of persons to whom the child can be released.

Accident report forms will be signed by parents and kept on file at the center.

The same procedures are followed for an adult staff member, except that anyone over 18 must give their own consent for emergency care.

The Summer Day Program Director is responsible for maintaining a first aid kit at the day care center.

FIRE DRILL:

Periodic fire drills are held and emergency exit routes are posted at the center.

BEHAVIOR PROBLEMS:

Children's behavior problems are managed according to procedures decided between the staff, parents, regular schoolteachers and state regulations. Should time out or other special procedures be necessary, they will be included in the child's individual plan with signed permission by the parents or guardians.

1. Children will not be subjected to punishment of physical nature, such as shaking, biting, spanking or cruel treatment.
2. Children will not be subjected to punishment of psychological nature, such as harsh or profane language, or actual or implied threats of physical punishment.
3. Children will not be treated in a punitive manner or shamed when a bathroom accident occurs.
4. Children will not be denied food or rest as punishment, nor will they be forced to eat or rest.

All clients of The Arc/Rowan have the right as follows:

1. Dignity, privacy, humane care and freedom from mental and physical abuse, neglect and exploitation.
2. Live as normally as possible while receiving treatment.
3. Treatment including access to medical care and habilitation.
4. As individualized written treatment/habilitation plan to maximize any development/capabilities will be followed.
5. Confidentiality according to guidelines listed in the Memorandum of Understanding.
6. Receiving age-appropriate treatment.
7. Be free from unnecessary/excessive medication.
8. Consent or refuse any treatment offered by The Arc/Rowan except in certain emergency situations.
9. Exercise all civil rights unless adjudicated incompetent.
10. Be free of corporal punishment.
11. Be free of physical restraint or seclusion except when there is imminent danger of abuse or injury to self or others, when substantial property damage is occurring or when it is necessary as part of treatment/habilitation.
12. To participate in appropriate and generally acceptable social interactions and activities with other clients and non-clients members of the community. A client may not be prohibited from such social interactions unless restricted in writing in the client record according to G.S. 122C-62(1).
13. Have input into facility governance and the right to develop client self-governance groups.

BIRTHDAYS:

Parties and songs, allowing special choices, etc, will celebrate children's birthdays. Parents who would like to provide refreshments for morning and afternoon snack should notify the director.

FIELD TRIPS:

Special trips are planned as part of the curriculum of the Summer Day Program. A general field trip permission form is requested upon admission. Permission forms for specific trips are sent home for signature approval prior to the trips. Parents are invited to help with field trips. Only

persons approved by the Arc/Rowan Coordinator, and with a valid North Carolina Driver's License will be allowed to drive vehicles transporting children.

PHOTOGRAPHS:

The Arc/Rowan may occasionally use slides or photographs of the children in the program to promote community awareness or in United Way fund raising efforts. A photograph permission statement for this purpose is requested at the time of enrollment.

OBSERVATION:

Parents are always welcome to make classroom observations, we maintain an "Open Door Policy". Please remember that confidentiality concerning all children should be maintained. Persons wishing to observe should notify the director in advance to ensure the child and activity are accruing at the requested time; you may be required to sign a confidentiality statement. The director retains the right to refuse observation or to ask observers to leave or reschedule as it is felt that the observation may interfere with the proper functioning of the program.

RELEASE OF INFORMATION:

Records shall be released only to authorized personnel or agencies and only by the Arc/Rowan Day Program Director or The Arc/Rowan Executive Director. The release of information must be documented in the client record and include the name of the recipient, the extent of the information released, specific reasons for the disclosure, date, full and legible signature of the individual who disclosed the information and his/her title.

Confidential information will not be disclosed without client consent.

RELEASE OF INFORMATION WITHOUT CONSENT:

Records may be released without the consent of the parent or guardian only when required in the interest of public safety, in response to a court order, subpoena, and medical emergency or when otherwise required by law.

RECORDS:

Records of children's daily objectives with progress notes and comments are kept in lockable files on the site for use by staff working with the children. Persons with access to records must sign an oath of confidentiality. Parents have the right to request to see a child's record and to request changes or deletions of incorrect information. Permission to see records received from other agencies should be directed to the agency in charge of the original record. Records shall not be removed from the site without permission of The Arc/Rowan Summer Day Director/The Arc/Rowan Executive Director. The removal of any record must be documented in a separate file.

Prior to, or at the time of enrollment, the following information shall be documented and kept at the site:

1. Application form.
2. Date of admission.
3. Child's health record, including immunization record, and medications to be administered.

4. Reports of previous histories, evaluations and observations.
5. Permission for emergency medical care.
6. Procedures for emergency medical care due to injuries or illness.
7. Emergency information:
 - a. Name, address, and telephone number of emergency contact person.
 - b. Name, address, and telephone number of child's physician.
 - c. Name, address, and telephone number of hospital preference.
 - d. Release of information consent form.
8. Attendance records of current month.
9. Accident report form indicated minor accidents treated at the program.
10. Names of person, other than the parents, who have permission to take the child from the facility.

Entries during the child's placement shall include:

1. Updated of individualized goal plans.
2. Progress notes.
3. Documentation of conference with child's family, regular school teacher or contact with other agencies.
4. Follow-along contacts with family.
5. Documentation of attempts to find out why child fails to attend regularly.
6. Accident report forms, indicating minor accidents treated at the program, accidents requiring outside medical treatment and injuries noted upon arrival into the program.
7. Health Record (seizures, medications).
8. Time Out or other behavior modification techniques used.

DAILY ACTIVITIES:

Daily activities will include a variety of educational and social experiences for each individual child according to their needs. These will include indoor and outdoor activities with occasional field trips. The Arc/Rowan Summer Day Program will include weekly trips, such as movies, swimming, etc.

WRITTEN PLANS MUST INCLUDE:

1. Balance between self-directed and adult-guided activities.
2. Periods of active play alternated with relative quiet or rest.
3. Weather permitting, opportunities for outdoor play.
4. Three (3) free-choice activities to promote independence, self-reliance and self-esteem.
5. Two (2) teacher-directed activities to help children learn to listen, recall, follow directions, practice newly acquired skill and solve problems.
6. Three (3) group activities to enhance development of socialization skills.

DAILY ACTIVITIES WILL INCLUDE ALL OF THE FOLLOWING:

1. Language development.
2. Large and small muscle development.
3. Social interaction.

WEEKLY ACTIVITIES TO INCLUDE AT LEAST SIX OF THE FOLLOWING:

Number concepts	Sand and water play
Problem solving	Music
Science/nature	Self-help skills
Dramatic play	Creative art
Block building	Carpentry/woodworking
Field trips and visitors	

AT LEAST SIX OF THE FOLLOWING INTEREST CENTERS MUST BE ESTABLISHED:

Blocks; books/language development; housekeeping/dress-up; manipulative puzzles and games; creative arts; science/discovery; sand/water, music.

TERMINATION:

The staff will initiate termination from the program when it has been decided that the child is no longer benefiting from enrollment of the child's presence is detrimental to the program. A conference will be scheduled with the parents and appropriate alternatives will be recommended.

PARENT GRIEVANCE PROCEDURES:

Communication between staff and parents should be open and direct. If there are unresolved problems, parent should inform the Summer Day Director and The Arc/Rowan Executive Director. If the problem cannot be resolved, an appeal may be made to The Arc/Rowan Board of Directors.

VOLUNTEERS:

Students from local colleges receive training and serve as volunteers. Each volunteer must complete an identification form and submit a medical report showing that he or she is free from communicable and infectious diseases. Volunteers keep a daily record of the number of hours they spend with the program. Whenever possible, they will be included in internal training activities.

WORK EMPERIENCE PROGRAM:

Persons screened and referred by the Rowan County Department of Social Services may assist in the program. Workers volunteer their time and receive on the job training. Similarly, persons under the Job Training Partnership Act (JTPA) may also work in the program.

FUNDING:

Operational funds come from parent fees, The Arc/Rowan, and State Mental Health/Mental Retardation Substance Abuse funds allotted per child.

Parent fees are based on the sliding scale, according to family income. Billing is done prior to the start of the program through The Arc/Rowan. **Fees are due by May 1st**. It is preferred that payments be made by check and mailed to The Arc/Rowan Summer Day Program, 1918 W.

Innes St., Salisbury, NC 28144. However, payments can be made in person at The Arc/Rowan office.

The Arc/Rowan agency will not charge waiver recipients or their families for services, supports, and/or equipment we bill to Medicaid.

CHILD/STAFF RATIO:

The staff shall maintain constant supervision of all children with a minimum of two staff members providing care at all times. Standards require a minimum staff/child ration of 1:5; more desirable is 1:3. During hours of operation, at least one staff person shall be available who are trained in basic first aid, CPR, seizure management, and the Heimlich Manuever. During water activities, at least one staff member shall be on the premises that have completed the basic rescue and water safety course.

ADDITIONAL INFORMATION FOR PARENTS:

The Arc/Rowan will not require a waiver recipient or their family to sign and agreement that they will not change provider agencies as a condition of providing services to the waiver recipient.

Rules that are to be followed by clients are specified in the policy regarding suspension/expulsion in the Summer Day Handbook. The penalties are listed as well.

To obtain a copy of a treatment plan the parent needs to request one from Piedmont Behavior Healthcare. Only the children receiving CAP services have a treatment plan done by their case managers. Piedmont Behavior Healthcare, not The Arc/Rowan, employs the case manager.

If you need to contact the Governor’s Advocacy Council – the number is 1-800-821-6922.

SEARCH AND SEIZURE POLICY:

The Arc/Rowan’s Search and Seizure Policy is as follows: If a client is in possession of a firearm or any weapon that could inflict injury; the staff will remove the weapon if possible. If this is not possible, the proper authorities will be alerted that their assistance is required. Of course a violation of policy is grounds for expulsion from the program. Other reasons to search are void.

THE ARC/ROWAN VAN GUIDLELINES:

At all times on The Arc/Rowan Van, there will be two (2) staff members from The Arc/Rowan Summer Day Program. This insures clients safety as well as assistance to the van driver in case of emergencies.