

PARENT HANDBOOK



A Nationally Recognized Facility for the
Study and Treatment of Autism

A Center of Excellence

Youngstown State University
Fedor Hall
Youngstown, Ohio 44555
330-941-1927

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THE RICH CENTER FOR AUTISM A National Facility for the Study and Treatment of Autism

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-Mission Statement-

Improve educational experiences and outcomes for individuals with autism and their families through teaching, research, and community engagement.

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INTRODUCTION

The Paula and Anthony Rich Center for the Study and Treatment of Autism, located on the campus of Youngstown State University, was established in 1995 through the collaborative efforts of the Kosar, Rich (Ricchiuti) and Rubino families.

The Center serves as a lasting tribute to the memory of Paula and Anthony Rich and their unborn child, whose lives were tragically ended in a plane crash outside Pittsburgh on September 8, 1994. It is our founders' wish that The Rich Center for Autism will unite our community and bring renewed hope in the wake of their terrible tragedy.

The Rich Center is designed to improve the social, educational, and vocational success of children with autism. Through Youngstown State University, The Rich Center provides referral, treatment, and support to families as well as education for professionals and students. There are faculty at YSU and other Universities who have an interest in research that will add to the body of literature identifying best practices in educating students on the autism spectrum. When you send your child to The Rich Center, you may be asked to participate in a study. The Rich Center administration will recruit participants for specific research projects in order to meet the needs of the university community. In addition, faculty will place students at The Rich Center to gain knowledge and skills with our student population.

The Rich Center is a registered Autism Scholarship Provider through the Ohio Department of Education. All Autism Scholarship Provider documents are on file in Columbus, Ohio and in our office. In addition, the Ohio Department of Job and Family Services licenses The Rich Center. The license is posted on the bulletin board in the main hall.

The Rich Center's licensing records include, but are not limited to: Compliance Report Forms, Evaluation Forms, and Building, Electrical, and Fire inspection. These forms and all other compliance forms are available upon request from the Department of Job and Family Services. The laws and rules governing licensure are available at The Rich Center.

The toll free number for the Ohio Department of Job & Family Services is posted on the face of the license. The Rich Center does not discriminate in the enrollment of anyone upon the basis of race, color, religion, sex, disability or national origin.

POLICIES

PROGRAM SERVICE DESCRIPTION

	Early Intensive Behavioral Intervention (EIBI) Preschool Program	School-Age
<i>Age</i>	2.5 to 5	5 to 21
<i>Setting</i>	Home Center-Based Classroom	Center-Based Classroom Satellite Inclusive Classroom
<i>Staff/Student Ratio</i>	1:1 to 1:2	1:2 to 1:4
<i>Staff Qualifications</i>	Bachelor's degree in special education or related field	Bachelor's degree in special education or related field
<i>Hours per Week</i>	15 hours	27.5 hours
<i>Overall Goals</i>	Focus on Kindergarten Readiness through Verbal Behavior instruction based on principles of Applied Behavior Analysis (ABA)	Focus on transitioning to less restrictive school or supported employment setting through targeting pre-academic, academic, behavioral, and social skills based on principles of Applied Behavior Analysis (ABA)
<i>Academic Assessments & Curriculum</i>	Assessment of Basic Language and Learning Skills – Revised (ABLBS-R) Initial Assessment conducted by trained personnel under the supervision of a behavior analyst <u>Implementation of IFSPs/IEPs:</u> Type of service- specially designed instruction Type of service-related services (speech/OT) when insurance cannot be billed	Curriculum-Based Assessments Ohio's Academic content Standards- extended Unique Learning Curriculum Teacher created curriculum <u>Implementation of IEPs:</u> Type of service- specially designed instruction Type of service-related services (speech/OT)
<i>Daily Activities</i>	Intensive discrete trial training Highly structured group activities Social Skills Inclusion preschool (At parents cost)	Structured small group instruction Structured whole group instruction Intensive Individual work times Campus and community-based instruction Recess/lunch/gym/computer Adaptive Physical Education Program Fine Arts- SMARTS Beats

ENROLLMENT

1. The Rich Center application, with all supporting documents, is due 30 days prior to the first day of attendance.
2. The Student Scholarship Application is to be turned in to the Rich Center 30 days prior to the first day of attendance.
3. Once the student's scholarship has been awarded, the parent/guardian must bring the letter to the Provider so a copy can be made for the student file.
4. If a child participated in the scholarship program the previous school year, the Provider will give the family a continuation application starting on April 1st. The parent/ guardian must bring the application into The Rich Center by May 1st.
5. Parent/guardians must complete 75 services hours each year. There is an option to buy out service hours with each hour equivalent to \$10 per hour.
6. In compliance with Ohio Department of Jobs and Family Services, **a medical form must be completed and signed by a licensed physician, due on the first day of attendance and updated annually.**
7. All children are enrolled for the entire school year. Notification in writing is required for schedule adjustments and vacations.
8. The Rich Center for Autism **does not** offer before school or after school child care. If a parent is in need of this service, they can contact Wee Care Daycare located in the same building as The Rich Center or a facility of they parents' choosing.

TUITION AND FEES

Ohio Autism Scholarship Funding

The autism scholarship amount is the lesser of the fee charged for the child's special education services to include specially designed instruction and related services listed on a child's Individual Education Plan. If the provider's fees for covered services exceed the amount of the scholarship, The Rich Center Board will subsidize the remaining cost.

Parents', whose children have received special education services for the cost statement period and do not sign their check, will be financially responsible for the cost of services rendered. They will receive a bill from Youngstown State University.

Therapies

The Rich Center for Autism will provide one 30-minute session each per week of speech and occupational therapy services listed on a child's Individual Education Plan.

Families may choose to have additional speech and occupational therapy at The Rich Center for Autism billed through their insurance. The Rich Center for autism will pay insurance copays up to \$32.50 dollars per 30 minutes of speech therapy and \$31.00 dollars per 30 minutes of occupational therapy. Families will be responsible for the remainder cost of the copay and deductible should they choose additional therapy. Additional therapies billed through insurance are optional.

Behavioral Therapy

The Rich Center for Autism employs Board Certified Behavior Analysts (BCBAs). The Rich Center staff is trained in the principles of Applied Behavior Analysis (ABA) Therapy. ABA Therapy is the basis for service delivery at The Rich Center for Autism. Teaching practices are rooted in ABA Therapy.

Families may apply for In-Home Applied Behavior Analysis (ABA) Therapy. The Rich Center does not subsidize in-home ABA therapy. In-Home ABA Therapy is merely a service available to families, however families are financially responsible for this service either through insurance, or at an out-of-pocket expense to families.

Private Pay

For families who are privately paying their child's tuition or preschool, a payment agreement must be signed and on file with The Rich Center. Payments must be made no later than Friday for the upcoming week. If a parent or guardian does not pay their fee on time, services for their child will be suspended and the student cannot attend school until the bill is paid.

Satellite Locations

Families, whose child attends a Rich Center Satellite inclusion program, will be required to pay a fee established by The Rich Center and satellite administration to cover the cost of tuition. The Autism Scholarship cannot be used to pay for private tuition at a parochial school unless the particular parochial school is also an Autism Scholarship Provider. A signed fee/payment agreement must be on file with The Rich Center for Autism.

Supplies and Activities Fees (\$270/child/year)

At the beginning of every school year, a supplies/activities fee amount will be determined by The Rich Center Board/Administration. These fees will cover a portion of the cost of supplies for your child's classroom and specific reinforcers for your child.

Families will have an option of paying these fees in the following manner:

- In Full (\$270 due first day of school),
- Semi-Annually (\$135 by September 7th and March 1st), or
- Quarterly (\$67.50 in September 7th, December 1st, March 1st and June 1st)

If there are extenuating circumstances, the parent or guardian must meet with administration prior to September 30th to make alternative arrangements. If a family does not pay their fee on time, or if the agreed-upon alternative arrangement is not completed, services for their child will be suspended and the student cannot attend school until the invoice is paid.

All unpaid balances will be turned over to the Bursar's Office at Youngstown State University, which will result in a notice of collections from the Ohio Attorney General's Office.

Transitioning Students to District of Residence or Other Programs

Per the Ohio Department of Education Autism Scholarship program, families who have decided to transition their child to their school district or another program in the Fall, will have to exit The Rich Center program in mid June when the school year ends. You are not able to use your scholarship to pay for extended school year services only. However, if you want to send your child to summer school, you can pay out of pocket for the tuition cost. Please see The Rich Center administration for the cost.

Parents will receive a commitment letter in April to be returned prior to May 1st, which declares the parents intentions for summer and fall services. Failure to submit the form prior to May 1st may jeopardize the child's placement.

WITHDRAWAL PROCEDURE

A two-week written notice of intent to withdraw from the program is required.

1. The parent/guardian must notify their district of residence and Ohio Department of Education of their intent to change autism providers.
2. The Autism Scholarship will continue to be billed during the two-week period. This is to give parents/guardians an opportunity to make alternate arrangements or continue placement at The Rich Center.
3. Before exiting the program, the parent/guardian must meet with the administration to finalize the final invoice for services rendered. **If the parent transitions to another provider and assigns the remaining scholarship dollars to the new provider before The Rich Center submits the last bill, the parent/guardian becomes liable for the outstanding invoice and it will be collected by Youngstown State University. If left unpaid, YSU will forward any outstanding balance to the Ohio Attorney Generals Office.**
4. Refer to the Ohio Autism Scholarship Program Guidelines for scholarship withdrawal procedures.

<https://education.ohio.gov/getattachment/Topics/Other-Resources/Scholarships/Autism-Scholarship-Program/Autism-Scholarship-Guidelines.pdf.aspx>

COMMUNITY-BASED INSTRUCTION

Community based training opportunities will be scheduled three times each school year. Two activities are classroom specific activities and are optional. For the center-wide activity, **all teachers will be in attendance.** If your family chooses to opt out, school will be cancelled for your child that day. Community-based training opportunities are scheduled so that you and your child have opportunities for social and leisure activities in an inclusive setting with the support of Rich Center teachers. Parents/guardians are expected to participate in the planned activities.

Parents/guardians will sign their child out the day of the activity and will transport their child. At no time will Rich Center employees transport a student. The costs for these outings are the sole responsibility of the parents/guardians.

SERVICE HOURS

Each year, families are required to complete 75 service hours between July 1 and June 30. Service opportunities may include helping teachers, preparing food for parties, and party set up, participating in center-wide fundraising efforts, community fundraising, letter campaigns, and cleaning. This list is not exhaustive. A parent on the Parent Advisory Board will maintain service hour records and a report will be given to each family at conferences. If a parent chooses to buy out some or all their services hour commitment, one service hour is equivalent to \$10 dollars. A full buy out of the 75 service hours is \$750 dollars payable to The Rich Center for Autism.

Beginning in the 2016-17 school year, families who do not meet the service hour requirement will be billed for uncompleted service hours at a rate of \$10/hour. For example, if a family completes 52 service hours, they will receive an invoice for \$230, which represents 23 uncompleted service hours x \$10/hour. All unpaid balances will be turned over to the Bursar's Office at Youngstown State University, which will result in a notice of collections from the Ohio Attorney General's Office.

ARRIVALS AND DISMISSALS

Arrival and dismissals will occur at the sidewalk in front of the building. A teacher or supervisor will be waiting to greet you and your child. You will need to sign your child in and out every day. Leave your car flashers on when dropping off or picking up your child. Arrival time will be from 8:30-8:50 each morning. Pick up will be from 2:30-2:50 each afternoon.

No child will be released from The Rich Center to a person not authorized by a parent. We **MUST** have written notification or verbal authorization at the time of arrival or dismissal for this change. (Person must have proper identification.)

Drop Off/Pick Up Procedure

There are four 15-minute parking spots in the F-6 parking lot. Parents can utilize one of these spots to transition their child into the school themselves. Put on your flashers when parking. **There will be no parking in the middle of the parking lot.** There is a drop off zone on the west side Elm Street next to Fedor Hall. These spots are reserved for Rich Center parents for drop off and pick up only. Put on your flashers when pulling up to the sidewalk. A Rich Center teacher will assist you with your child and transition them into the building. **There is no longer be 30 minute metered parking across the street.** The drop off and pick up times are listed below. If you are staying at the Center for any reason, please park in the R1-M90 parking lot across the bridge.

AM Drop Off Time	Procedure
8:30-8:50am	<ol style="list-style-type: none"> 1. Pull into a vacant parking spot on the right side of the street next to the building. 2. Transition your child out of your car onto the sidewalk to the teachers waiting on the sidewalk near the glass front doors, which face Elm Street. 3. Sign your child in and give the teachers your child's lunch and book bag. 4. Return to your car and drive to the circle at the end of Elm St. and complete a U-Turn to exit. 5. Make sure to watch for children who may elope from their caretaker.
PM Pick Up Time	Procedure
2:30-2:50pm	<ol style="list-style-type: none"> 1. Pull into a vacant parking spot on the right side of the street next to the building. 2. Pick up your child waiting with teachers on the sidewalk near the glass front doors, which face Elm Street. 3. Sign your child out and take your child to your car. 4. Drive to the circle at the end of Elm St. and complete a U-Turn to exit. 5. Make sure to watch for children who may elope from their caretaker.

If all 15 min. drop off spots are taken, please wait on Elm St. on the right side. **Please do not block entry into the parking lot and pull forward to the parking zone signage.**

Admittance to the building before 8:30a will not be allowed. Admittance to the building before 2:30p for pick up will not be allowed, unless special arrangements are made.

If you arrive at The Rich Center after 9:00a, you must enter through the North door, which faces the F-6 parking lot and press the buzzer.

If you arrive late to pick up your child, you will receive a bill for the afterschool care:

3:01p-3:15p \$15.00

3:16p-3:30p \$30.00

3:31p-4:00p \$45.00

CHILDREN ARRIVING TO THE CENTER FROM OTHER PROGRAMS

At times it may be necessary for a child to be dropped off at The Rich Center from another program (Example: Child arrives from a daycare center). If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at The Rich Center that day, and then contact the program in charge of the student. We will then consult with the parent to determine further action.

CUSTODY AGREEMENTS

If there are custody issues involved with your child, you **must** provide The Rich Center with a judgment entry from the court indicating who has custody and permission to have access to your child. The Rich Center may not deny a parent access to their child unless there is documentation that limits access.

SCHOOL CALENDAR

At the beginning of the school year, families will be provided a school calendar that will indicate holidays, YSU closings, in-service days and conferences. This calendar is subject to change with notice to families.

PROCEDURES FOR DETERMINING CONSUMER SATISFACTION

Home notes are provided daily on your child's progress.

There are four scheduled parent teacher conferences annually to review student's progress and to determine parent needs and satisfaction. **Per the Autism Scholarship program, parents/guardians are required to participate and sign off that they reviewed their child's progress.** Progress summaries are sent to the school district of residence for their information. Parents can request additional conferences as issues arise, by contacting their child's supervisor.

In addition, a Rich Center Parent Advisory Board was established as a liaison for parents and TRC administration. Together administrators and the Parent Advisory Board members work together to create open forums of communication and establish a process for policy review and conflict resolution. Parents on this board meet with families throughout the year as a group and individually to gather parent input and satisfaction.

The 2016-17 Rich Center Advisory Board members are:

Kelly Willis	Jenny Ellis	Lisa Smallwood
Becky Henry	Jim Siembieda	Tracy Marciano
Rita Nicholas	Farai Tsiga	Stephanie Wells

ATTENDANCE POLICY

Regular attendance is expected of all students and is a necessary factor in achieving success. Work missed can never be made up in a completely satisfactory manner because the value of class activities is missed forever. In addition, if your child is absent on their scheduled day for therapy, the therapy session will not be rescheduled.

1. Absences are excusable for illness, recovery from an accident, appointments, and death in the immediate family, or celebration of a religious holiday.
2. Absences for such reasons as vacations or non-school activities are permitted with written notice to The Rich Center administration. We encourage families to vacation together but prefer that vacations be scheduled during school closings listed on the calendar.
3. The Rich Center for Autism offers summer services at no cost to families and attendance is optional. Summer programming is in July and August. If a family is opting out, they must provide a written notice to The Rich Center administration by June 1st.

Call-in Procedure for Absences

Parents must call the school nurse, (330) 941-2315, by 9am each day a student is absent. If parents have not called by 9:00am, school personnel will call to check on the child. In the event that home or school did not make a phone contact, parents are to send a signed and dated note on the day the child returns to school explaining the reason for the absence. **Please note: You may call at any time PRIOR to 9:00am and leave a message on the nurse's voice mail (330) 941-2315.**

Excessive Absences/Tardiness

Excessive absence from school is defined as ten or more unexcused days and/or tardies. Classes' start at 9:00am and doors will be closed at that time. **If your child arrives anytime after 9:00am, you are to sign them in at the front office and wait for a teacher to come and transition the student to class. Arrival after 9:00 am is consider tardy.**

1. At 10 days unexcused absence and/or tardies, parents will receive a letter indicating the total days absent and the total days tardy. The Associate Director of Programs will schedule a meeting with the parent/guardian to discuss the circumstance surrounding the absences or tardies and to determine if further action is required.
2. At 15 days unexcused absence and/or tardies, parents will receive a letter indicating the total days absent and the total days tardy recorded. The parent and/or guardian must submit a written statement explaining the reason for the absence and or/tardy.
3. At 20 days unexcused absence and/or tardies, The Rich Center administration will send a letter to the parent and/or guardian notifying them that their child is exited from The Rich Center program. The Ohio Department of Education and the district of residence will also be notified that the student is no longer attending The Rich Center.

INCLEMENT WEATHER

On rare occasions, it might be necessary to close The Rich Center due to poor weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise, watch television stations WFMJ, WYTV, WKBN for closing information. The Rich Center will also send a One Call Now message. Please make sure your contact info is up to date on One Call Now. See Office Manager in the front office to update contact information.

DRESS CODE

1. Please label all clothing with child's name.
2. Each child is to have his/ her own cubby, which will aid you, and your child when taking papers and projects home.
3. Shoes must be brought when boots are worn. Please label boots with child's name.
4. Please have children wear clothes that are easy for the child to remove when using toilet facilities.
5. Please have children wear appropriate clothes for the weather. Gloves, boots, hats, layered clothes are helpful.
6. Please dress your child in clothes that you do not mind if they get paint and glue on. (The paint states that it is washable, but it does not wash out.)
7. Please have children wear closed toe shoes.
8. Please provide a change of clothes in a large Ziplock bag for your child. Clothes will remain at the school for emergency use. Be sure to include shirt, pants, shoes, socks, and several pair of underwear or diapers. Remember to replace them as the child grows and as seasons change.

SNACK

A snack is provided by The Rich Center. Snacks provided by The Rich Center are specifically taken directly from the children's reinforcer menu. If any child is on a "special" or modified diet, the parent must provide the appropriate snacks. They must also have the physician sign, date, and give instruction on the **ODJFS Parent/ Guardian request for Administration of Medication** form regarding the specifics of the modified diet.

LUNCH

Parents/guardians will provide lunch for their child. The Rich Center can keep food cold and heat food up. If any child is on a "special" or modified diet, the parent must provide the appropriate meal. They must also have the physician sign, date, and give instruction on the **ODJFS Parent/ Guardian request for Administration of Medication** form regarding the specifics of the modified diet.

OUTDOOR PLAY

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 35 degrees or rise above 90 degrees. If the situation requires, we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send your child with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens, and boots in the winter.

TRANSITIONING

You will be notified when your child is ready to move to another classroom. As part of the procedure, The Rich Center staff will develop a transition plan and will meet with the new teachers in order to pass on important information about your child. When transitioning to the child's local school district, The Rich Center staff, parents, and school representatives will collaborate in order to develop and implement a transition plan.

CHILD ABUSE REPORTING

All staff members are mandated reporters of child abuse. If employees of The Rich Center have suspicions that a child is being abused or neglected, they must make a report to your child's County Children's Service Board. The safety of the children is always our first concern.

HEALTH POLICIES

Your child's health is a major importance to us. Upon enrollment, you will receive several forms regarding your child's health. These forms must be completed and returned to The Rich Center **before** your child can participate in the program.

These forms include:

- medical statement/immunization record
- medication administration form.

In addition, **your physician must update these forms annually in order to continue attending the program.**

You will also need to fill out an emergency transportation authorization from which gives us the necessary information in the event of an emergency. If you do not agree to allow The Rich Center to transport in an emergency situation, your child will not be allowed to continue to receive services at The Rich Center.

The Rich Center works at keeping the environment as clean and sanitary as possible. Toys, tabletops, and counter tops are sanitized daily. Unfortunately, young children in a group setting, especially for the first time, are susceptible to many common illnesses.

A daily health inspection is given upon your child's arrival at school. Your child may be sent home if he/ she become ill and will be isolated from other children. You will be called to come and get your child.

There is a cot in the Nurse's office, which your child may lay on to make the child as comfortable as possible.

Should a staff member become ill, she/he will be relieved from the responsibility of their assigned children and will be replaced if needed, to stay within state required Child/ Teacher Ratios.

Communicable Diseases

1. The Rich Center will follow the communicable disease chart for proper management of suspected illnesses, located in the front foyer.

- a. Some of the common communicable diseases include:

Chicken Pox	Hepatitis	Impetigo
Strep Throat	Meningitis	Scarletina
Scarlet Fever	Mononucleosis	Measles
Head Lice	Ring Worm	Flu
Venereal Disease	Mumps	Whooping Cough
Pink Eye		

2. Any child isolated due to suspected communicable disease will be:
 - a. Cared for in the nurse's office or in a part of the room not being used by the children.
 - b. Within sight and hearing of an adult at all times. No child will ever be left alone or unsupervised.
 - c. Made comfortable, provided with a cot and given plenty of TLC (tender loving care). Any blanket used by the child will need to be taken home and laundered. Cots will be cleaned and disinfected
 - d. Observed carefully for worsening condition.
 - e. Released to a parent or guardian, person designated by the parent or guardian as soon as possible.
3. If your child has been exposed to a communicable disease, it will be posted on the wall outside each classroom and a note will be sent home.

Illness

If your child is not going to be in school due to illness, appointment, sleep disturbance, etc., a call must be made to the nurse 330-941-2315 to report your child off for that day. Each day your child is off, you must call the nurse. Calling off your child helps the nurse track illness so that outbreaks can be prevented.

A child with any of the following symptoms will be immediately isolated and the parents or emergency contacts will be called to come and take the child home in order to prevent illness from spreading throughout The Rich Center.

A phone call will be made for the following reasons:

- a. Temperature of 100 and or in combination with any other signs of illness.
- b. Diarrhea (more than 3 abnormally loose stools within 24 hours).
- c. Severe coughing (causing the child to become red in the face or make whooping sound) or coughing that interferes with the child's daily work.
- d. Difficulty or rapid breathing.
- f. Redness of the eye, obvious discharge, matted eyelashes, burning itching.
- g. Untreated skin patches, unusual spots or rashes.
- h. Unusually dark urine or gray or white stool.
- i. Evidence if untreated lice, scabies, or other parasitic infestation.
- j. Stiff neck with elevated temperature.
- k. Vomiting more than once or when accompanied another sign of illness.
- l. A Sore throat or difficulty swallowing.
- m. Copious amounts of nasal drainage that interferes with the child's work time.

Re-admittance of Children

Children will be readmitted to school in the following ways;

- a. A phone call from parents stating the progression of the illness, steps taken to alleviate the illness and the absence of the illness.
- b. A note from the child's physician stating the absence of the illness or the parent has complied with the required absence time as stated by the communicable disease chart.
- c. No vomiting or diarrhea for a **full 24 hours**.
- d. No fever for a **full 24 hours without the aid of medication**.
- e. No profuse coughing (More than 2 or 3 times in a row).
- f. Mucous from nose is not yellow or green.
- g. Children who are not well enough to resume all scheduled activities, including outside playtime, should be kept at home.

NOTE: To be sure that your child is no longer ill, provide your child extra time to recover, please keep your child home an extra 24 hours free of symptoms before returning him/ her to The Rich Center. If your child has had a contagious illness, unusual rash, etc. requiring the doctor's attention, please bring a statement from the doctor stating that your child is no longer contagious and can be in a day care with other children.

You and your child must see the Nurse before your child is permitted to resume classes.

Rich Center employees follow the same health policy as the children.

GUIDELINES FOR THE ADMINISTRATION OF MEDICATION

Medication will be administered by the Center under the following State Regulations:

Instructions from a Licensed Physician or Licensed Dentist as well as **signed and dated** instructions from the parent or guardian must be written on the ODJFS Parent/Guardian request for Administration of Medication form provided to you by the nurse.

If taking medication, the parent will supply the medication in its original container with its original label attached. Dosages administered by The Rich Center shall not exceed the doctor's recommended dosages and will be administered for no longer than three days at any one time.

The Rich Center employees will not administer food supplements, such as vitamins and fluoride supplements.

Modified diets which eliminate the use of any one or more of the four food groups or altering the amount of food required to be served to meet one third of the recommended daily allowances will be honored by The Rich Center. Signed and dated instructions from a Licensed Physician or Licensed Dentist for the administration of over the counter medication such as, Tylenol, Neosporin, hand sanitizer and sunscreen, food supplement such as Ensure, Boost, Pediasure, or generics, and a modified diet must be on file in order to staff to modify a child's diet.

SAFETY POLICY

A childcare staff member in charge of a child or group of children shall be responsible for their safety.

1. No child shall ever be left alone or unsupervised.
2. A fire drill will be held monthly. The drill will be held at varying times each month, and recorded each month.
3. In case of fire and/or weather alerts the staff will prepare to evacuate the children outdoors or to the nearest fallout shelter or tornado shelter.
4. A First Aid Kit is located in each classroom.
5. A person trained in first aid will be on the premises at all times.
Employees will also accompany any trip taken off the school grounds.
6. A First Aid Kit will be available on all trips
7. Each child on the trip will have identification attached to himself/ herself containing the child's first name and The Rich Center's name, address, and telephone number.
8. In accordance with the NEW CHILD RESTRAINT LAW effective June 23, 1994, children who are either under 4 years of age or under 40 pound or both are required to be properly secured in an approved child safety seat. (This pertains to all field trips.)

9. No child will be released from The Rich Center to anyone other than a parent unless we have written notification or verbal authorization at the time of arrival or dismissal.
(Person must have proper identification.)
10. In accordance with Rule 5101:2-12-32; A child care staff member shall immediately notify the Local Public Children Services Agency when the child care staff members suspects that a child has been abused or neglected.
11. No aerosol spray is to be used in The Rich Center while children are present.
12. There is a telephone available in the office, and cell phones will be available in each classroom.
13. The emergency policy is posted in each classroom.
14. If an accident occurs to a child, the parent, guardian, or emergency person will be notified immediately. If neither can be reached, The Rich Center for Autism will use the medical emergency authorization to take the child for treatment. Minor injuries will be treated with ice, area will be washed thoroughly with soap and water, and a band aid applied if needed. The parent will be notified by a note or phone call. An incident report will be completed and must be signed by parent or guardian and nurse, Associate Director or Director and a copy given to the parent or guardian.
16. Rosters of the names and telephone numbers of the parents or guardians of children attending The Rich Center are available upon request. The roster will not include the name or telephone number of any parent who requests that his/ her name or telephone number not be included.

Accidents / Emergencies

The center has devised several procedures to follow in the event that an emergency would occur while a child is in The Rich Center's care. In the event of a fire, or tornado, staff will follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated area. In order to prepare children for the unlikely need to evacuate, The Rich Center does conduct monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the Center, our emergency destination is in the gymnasium of Beeghly Center behind our building. A sign will be posted on the front door of The Rich Center indicating that we have been evacuated and the location where you can pick up your child. Parents will be contacted as soon as possible to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information. **Parents are responsible for reporting address, home phone, cell phone and contact changes.**

There is always one staff member/school nurse present that has received training in First Aid, Communicable Diseases and CPR. In the case of a minor accident/ injury, staff will administer basic first aid and tender loving care. If the injury should be more serious, first aid will be

administered and the parents will be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur; the child has a illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after incident occurs.

POSITIVE BEHAVIOR SUPPORT POLICY

The Rich Center administration believes that all students have the right to an educational environment that is conducive to the learning process and safe for students and staff members. Therefore, appropriate guidelines and review procedures for student behaviors and procedures for student discipline have been developed and are consistent with the Individuals with Disabilities Education Act.

While students may be removed from class, dismissed, suspended and expelled in accordance with applicable law, The Rich Center promotes the use of positive approaches to behavioral interventions.

An employee or contracted agent shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a student to reform unacceptable behavior or as a penalty for unacceptable behavior. Thus, teachers, administrators, and other contracted personnel shall not strike or spank a student with or without an object, or use unreasonable physical force against a student such as to cause bodily harm or substantial emotional harm to reform unacceptable behavior or as punishment. School employees, who are trained in Crisis Prevention Intervention strategies, may use holds when it is necessary under the circumstances to prevent a student from causing bodily harm or death to himself or another.

Positive Behavioral Intervention Support Guidelines

Each student at The Rich Center will receive evidenced-based behavioral and educational accommodations identified by the National Autism Center for students diagnosed with autism spectrum disorders. All instructors are trained and monitored in the use of these behavioral strategies. Examples of these supports include but are not limited to; visual supports, schedules, positive reinforcement, social skill training, classroom modifications and self-management. These accommodations are considered Tier 1 level of support and all students at The Rich Center receive these accommodations as needed.

If Tier 1 strategies do not prevent or reduce a student's problem behavior, then a referral will be made to the behavior analyst for a practical functional behavioral assessment (PFBA), a relatively simple and efficient process to guide behavior support planning. This referral moves the student to Tier 2 on the school wide positive behavior intervention support system. A PFBA is used for students with mild to moderate problem behaviors, behaviors that are **NOT dangerous** or occur in many settings. Administrators, supervisors and teachers can conduct this assessment. After completing the PFBA, a Tier 2 behavioral strategy plan will be written to reduce problem behaviors, teach alternative behaviors and effectively respond when problem behaviors occur. The parents/guardians will receive a copy of the plan. The student's teachers will be trained to implement the plan and will keep data to verify its effectiveness. If the data does not support effectiveness, the Tier 2 plan will be revised.

If after a reasonable amount of time there is no significant improvement in the student's problem behavior, or the student exhibits moderate to severe problem behavior; **dangerous behaviors that causes injury to others or property damage**, the student will move to Tier 3 of the school wide positive behavior intervention support system. At this level a student will receive a comprehensive FBA; a time intensive process that involves archival records review, family centered planning, and collaboration with agencies outside of school. A behavior analyst will conduct this type of FBA.

Parents and guardians must give permission for the comprehensive assessment to be conducted in order to maintain placement at The Rich Center. Once the positive behavior intervention and support plan (PBIS) is developed, a meeting will be scheduled with the parents/guardians to review the plan before implementation. After the parents/guardians give permission for implementation, the teachers will be trained and monitored for treatment integrity. The PBISP will be reviewed regularly to determine the plan's effectiveness. If the data does not support effectiveness, it will be revised.

Students with elevated behavioral concerns

If efforts to support the student at the Tier 3 level fails and the student's behavior causes injury to a peer or teacher, the student will be suspended until a team meeting is scheduled to review the PBS plan and the level of support needed to maintain placement at The Rich Center. A plan will be developed that may include collaborating with outside agencies or health care practitioners, and the level of supervision may be changed to a one-on-one at the parents/guardians expense. The cost to provide a one-on-one will be at the same hourly rate as the Autism Scholarship. If The Rich Center cannot provide adequate support to keep the child and others safe, a discharge meeting will be scheduled and alternative placements will be recommended.

DAILY SCHEDULES

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. The Rich Center for Autism Center's day may include the following:

9a-9:20a	Morning Meeting/Social Studies
9:20a-9:30a	Restroom
9 :30a-10a	Language Arts
10a-10:25a	Gross Motor Activity
10:25a-10:45a	Music/Art Therapy
10:45a-11:15a	Math
11:15a-11:30a	Restroom
11:30a-12:00p	Lunch
12:00p-12:20p	Gross Motor
12:20p-12:50p	Technology/Social Skills Class
12:50p-1:00p	Restroom
1:00p-1:20p	Play/Dramatic Play
1:20p-1:40p	Snack
1:40p-2:00p	Center Activities
2:00p-2:30p	Rest/Free Time

State Required Ratios

1 :5 or 2 :12	Infants (0-12 months)
1 :6 or 2 :12	Infants (12-18 months)
1 :7	Toddlers (18-30 months)
1 :8	Toddlers (30-36 months)
1 :12	Preschoolers (3-4 years)
1 :14	Preschoolers (4 yrs. until eligible for kindergarten)
1 :18	Schoolagers (eligible for school)

Maximum Group Size

Maximum group size is defined by the number of children in one group that may be care for at any time. Limitations do not include lunch time, outdoor play or special activites.

16	2 ½- 3 year olds
24	3 year olds
28	4-5 year olds
36	School age children

Daily average attendance at license capacity of each category of The Rich Center is met.



Hours of Operation

Employee Hours

Monday- Thursday 8:00 a.m. - 4:00 p.m.

Friday 8:00 a.m. – 3:00 p.m.

Student Hours

Monday-Friday 9:00 a.m. – 2:30 p.m.

Director:

Melanie Carfolo

The Rich Center for Autism

330-941-1927 Office

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mmcarfolo@ysu.edu (E-mail)

Associate Director of Behavior :

Renee McConnell

330-941-1927

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Associate Director of Academic Programming and Outreach Services :

Gregory Boerio

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UPDATED July, 2017

Center Parent Information Required by Ohio Administrative Code

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing childcare are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/ her presence.

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the names or telephone number of any parent who requests that his/ her name or telephone number not be included.

The licensing inspection reports and compliant investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, compliant investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is: <http://jfs.ohio.gov/cdc> .

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

** This information must be given in writing to all parents, guardians, and employees as required in 5101:2-12-30 of the Ohio Administrative Code.*

JFS 01237 (rev. 9/2006)



As a Rich Center Parent, I acknowledge that I have received and reviewed the copy of The Rich Center for Autism Parent Handbook. By signing below, I understand and agree to abide by the Rich Center for Autism Parent Handbook policies and procedures for the 2016-17 school year.



Print Name

Signature

Date