



Parents Day Out Respite Program

Parent/Guardian & Participant Handbook
2018

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www.embracingabilities.com

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General Information

Embracing Abilities Parents Day Out Respite Program (PDO) provides needed respite care to parents and guardians of children with developmental disabilities while providing a fun “camp” atmosphere to participants. Respite enhances personal and family health by providing necessary physical care and recreational activities while offering parents and caregivers a well-deserved break.

Respite programs are available to participants utilizing waiver services (respite, pac and community habilitation). A limited number of private pay spots are available for each event as well.

Parents Day Out- a scheduled event one Saturday per month. This event is offered at Our Shepherd Lutheran Church and School in Avon from 10:00am-3:00pm. Scheduled dates are listed on our website.

Location:

Our Shepherd Lutheran Church and School
9201 East County Road 100 N
Avon, In 46123

Parents Day Out Provides:

- A safe, nurturing environment for all children 6 months to 16 years of age
- Gross motor activities and recreational experiences
- A staff/adult volunteer to child ratio of 1:1, 1:2, 1:3 and 1:4
- Highly qualified and experienced staff
- Themed activities/crafts
- Opportunities for socialization with peers
- Themed events (crafts, activities)

Registration

Current registration forms that are thoroughly completed are required for participants for all respite events. In addition, we may require supplemental forms where deemed necessary. These include, but are not limited to, individualized education plans, behavior support plans, individualized treatment plans, seizure management plans, g-tube feeding plans, etc. Embracing Abilities may also request from parents/caregivers a Release of Information to seek additional information from school teachers, therapists, etc.

Once you have completed the annual registration forms, you may begin scheduling each month for Parents Day Out events. To schedule, contact Traci Gibson at 317-825-8326 or via email at traci@embracingabilities.com. Please state names of all children

attending.

- If you are added to the waitlist on any given month, you will have the opportunity to be automatically enrolled in the following PDO event of your choice.

Siblings/Non-Waiver Participants

Embracing Abilities welcomes siblings ages 6 months to 16 years old to PDO events. The cost is \$10.00 per family and helps to cover the cost of additional staff for siblings and to keep within ratio for the safety of all participants. Cash and Checks are accepted at sign in.

Cancellation Policy

Families must notify Embracing Abilities by calling 317-825-8326 or emailing traci@embracingabilities.com **2 hours prior to the start** of the event if they are not able to keep their reservation for the PDO Program that the participant is registered for. If families no call/no show for an event, they will be required to put down a \$15.00 deposit for the participant the next time they would like to make a reservation. The deposit must be paid in full BEFORE the participant attends the next event and is NON-REFUNDABLE. If families do not cancel their reservation, they may be prohibiting other participants from utilizing Embracing Abilities PDO respite program. In addition, families understand that if they no call/no show multiple times, they will be at risk of losing the opportunity to continue participating in the PDO respite program at Embracing Abilities.

Schedule of Events

Estimated “schedule” of events for Parents Day Out:

10:00a - 10:30a: sign in and free time
10:30a - 11:30a: craft, free time, playground or gym time
11:30a -12:30p: clean-up and lunch time
12:30p - 1:00p gross motor activities
1:00p - 2:30p: movie time, free time and snack time
2:30p - 3:00p: clean up and pack up
3:00p: parent pick up

*Free time includes various activities such as; crafts, puzzles, books, pretend play, building, holiday activities, other fun activities.

Required Items

Each family participating in a PDO event **MUST** bring a bag, labeled with participants name or names.

Please include the following items:

- Extra set of clothes (include underwear, socks, shirt and pant, for each member participating in event)
- Diapers, wipes, pull-ups (if used)
- Lunch (please no peanut products)
- Snacks (if needed)
- Water bottle, drinks (we will spend time outside weather permitting)
- Anything needed to provide special dietary restrictions
- Coat/jacket, hat and mittens (adjust with the seasons)
- Sensory Items (if needed)
- Sunscreen/bug spray (if needed)

What **NOT** to send your child with:

- Any electronics (i.e. cell phone, iPod, camera, Nintendo DS, etc.)
- An empty belly! We do NOT provide lunch for the participants. Please provide a sack lunch and snacks for your child.

Drop-off & Pick-up | Policies & Procedures

Parents' Day Out Drop off

- Drop off to the PDO events begins at **10:00 a.m.**; participants must arrive no later than 10:30 a.m. or else the family will risk being turned away from the program for the day. IF you know you will be running more than 15 minutes late to the program, please notify us immediately so that we can ensure proper staffing at the time of your arrival.
- Must be fed prior to the event (including g-tube/bottle feedings)
- You **MUST** have a completed, medication administration form turned in for medications. You can fill one out the day of the event or we have them available on our website.

Pick up

- Late arrival -PDO ends promptly at **3:00 p.m.** and per the PDO respite program policy, a second late arrival will result in a fee of \$10 for the first minute and \$1 for every

minute thereafter. I understand that this fee must be paid in full to Embracing Abilities before the participant can attend PDO again. In addition, I am aware that multiple late arrivals could result in the possible termination of PDO respite program services in the future.

- Intoxicated or impaired parent/caregiver – it is policy at Embracing Abilities that no participant will be allowed to leave an Embracing Abilities function, program or sponsored activity with a parent, guardian or caregiver who presents in a condition which may prevent them from assuring the consumers welfare.

Staff will use their best judgment in determining if a parent, guardian or caregiver presents in a condition which may prevent them from assuring the participants welfare. If deemed necessary, staff will contact another authorized user or emergency contact on the registration form. If they are not available, alternate transportation (Cab, Uber, etc) will be contacted and paid for by Embracing Abilities to ensure the families safety.

Behavior Policy and Consultation

In the event that a participant is posing a threat to his or her own safety or to the safety of others while at an event, the Embracing Abilities staff will work to aid in reducing the target behavior(s). If the participant's behavior does not improve with the assistance of behavioral support, the participant may need to be withdrawn from the PDO respite program.

Feeding Tubes

Feeding tube participants who require the use of a feeding tube are welcome to participate in PDO respite program. Should it be deemed medically necessary to provide a tube feeding during program hours, the parent/caregiver will need to submit a supplemental form to Embracing Abilities with the specifics of the feeding. Supplemental forms can be obtained on our website.

Food Allergies and Special Food Preparation Requirements

If the registered participant has a significant food or environmental allergy, please visit our website to secure a supplemental form. The supplemental form will help us to understand the specifics of the allergy and the procedures to follow in case of an allergic reaction. Respite staff will do their best to avoid common food allergies such as nuts and gluten but may not be able to accommodate all allergies at every event.

If the registered participant has specific food preparation needs, please visit our website to secure a supplemental form. The supplemental form will help us to better understand the specific dietary needs of the participant and to ensure proper nutrition during respite events. Please note, staff will not have access to supplies such as thickening solutions for liquids; please plan to provide the necessary supplies if needed. This also includes children who are bottle fed.



****WE ARE A PEANUT FREE ZONE****

Seizures

A seizure management plan and/or a supplemental form should be completed for all participants with a seizure disorder. Supplemental forms can be obtained from our website. If the participant has emergency seizure medication, this will need to be brought to each respite event and registered with staff at sign-in to the event.

Medication Administration

The process for handling and administering medications must be well structured and carefully followed in order to ensure that the interests of the children and the providers are best served. When possible, a child's parents and physician should try to minimize the need for medication while participating in events.

Medicines ordered twice a day should normally be given before and after, rather than during, event hours. Medications ordered to be given three times daily also may be planned to that they are given in the morning before the child leaves for respite, in the afternoon after the child returns home, and again during the evening. However, in some cases, administration of medications during program hours is unavoidable.

Medical Consent

Parents Day Out Team Leaders will administer medication only if the parent or legal guardian has provided written consent on the Medication Consent and Log; the medication is available in an original labeled prescription or manufacturer's container that meets the safety check requirements.

Prescription Medication

- Parents or legal guardians will provide the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name and strength of the medication;
- The date the prescription was filled;
- The name of the healthcare provider who wrote the prescription;
- The medication's expiration date;
- And administration, storage, and disposal instructions.

Nonprescription Medication

- Parents or legal guardians will provide the medication in the original container
- The medication will be labeled with the child's first and last names;
- Specific, legible instructions for administration and storage supplied by the manufacturer;
- And the name of the healthcare provider who recommended the medication for the child.

Emergency Policy

Parents & caregivers are expected to always be available via cell phone while their loved one is with us at the PDO Program. If the primary parent or caregiver is not able to be reached, staff will contact the emergency contacts listed on the registration form. If emergency contacts cannot be reached, Embracing Abilities reserves the right to contact emergency medical help (911) for assistance.

• *Crisis or emergencies could include situations such as (but not limited to): fire, tornado, late pick up from a respite event, medical concerns, or behavioral concerns.*

Contact Us

Please direct all questions to Traci Gibson, Executive Director.
Traci can be reached at 317-825-8326 or traci@embracingabilities.com.



2018 Acknowledgement of Receipt Parent/Guardian &
Participant Handbook – Respite Services

I, _____, the parent/guardian of _____
(Parent/Guardian Name) **(Primary Participant’s Name)**

sign below acknowledging the receipt of the Parent/Guardian & Participant Handbook and agree to comply with the policies and procedures set in place. I understand that it is my responsibility to read through and familiarize myself with the handbook and to ask questions about anything I do not understand.

Signature

Date