



**Resources in Autism Education, Inc.
After School Club
2011-2012
Parent Handbook**

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Welcome to RAE's After School Club for children, ages 5 to 10, with or without a diagnosis of Autism Spectrum Disorder.

RAE's Mission

Resources in Autism Education, Inc., is committed to serving the needs of children and teens with challenging behaviors, and to building stronger and more meaningful relationships within the family. Our interventions are grounded in the science of Applied Behavior Analysis, and delivered by competent, caring and trustworthy staff with personal and professional integrity.

RAE's After School Club Goals

- To provide a safe and nurturing environment to all children after school
- To provide a comprehensive and therapeutic After School program under the supervision of trained and experienced Behavior Interventionists
- To facilitate children's development of social skills, successful and appropriate communication, academics, play skills, time management skills, money concepts, executive planning tools, as well as responsibility and independence, within a fun and caring environment

General Program Information

Meeting Location: On-site at RAE

Hours: Tuesdays and/or Thursdays 2:30-6:00PM

Program Structure

General Schedule (times and activities vary):

2:30 to 2:45	Check in and settle in/free play
2:45 to 3:30	Homework time/silent reading/quiet play activities
3:30 to 3:45	Snack/free play
3:45 to 4:30	Structured outdoor play and exercise/community outing
4:30 to 4:45	Free play
4:45 to 5:30	Structured or semi-structured indoor play/ activities
5:30 to 5:45	Club Chores
5:45 to 6:00	Clean-up and pack up/free play

Daily Schedule

Staff will teach time management skills while moving through each day's schedule. Staff will focus on participants' reading and understanding time with both analog and digital clocks, gauging the amount of time needed for activities, budgeting their time to finish activities, etc.

Homework

Participants will do their homework during the scheduled time. One-to-one academic assistance will be provided to any participant experiencing difficulty with his/her homework. If participants display problem behaviors associated with the requirement of doing their homework, these behaviors will be addressed using the principles of ABA. If parents/guardians prefer that their child do homework at home, they can request that participants not do their homework during the scheduled time. Their child can read a book silently or engage in a quiet activity such as drawing, creative writing, etc., instead of doing homework. Participants can continue to work on their homework following the allotted scheduled time if they need to finish, but may not receive one-to-one academic assistance as the rest of the group will have moved to the next activity. Participants should bring their own school supplies (e.g., pencils, paper, erasers, etc.), but supplies will be available for in-office use as needed.

Snacks

A nutritious snack as well as water, juice or milk will be provided during each session. Please inform us of any food allergies when registering for our After School Club. If you prefer to pack your child's snack, please let us know in advance. We have a refrigerator available for same-day use. Participants will not be allowed to share food items.

Free Play/Structured and Semi-Structured Play

All participants will have multiple opportunities for social play and interaction throughout the day. Besides free play, we will conduct structured and semi-structured indoor play sessions, providing mutually-reinforcing activities in which to expand social and play skills. Using the principles of ABA, our trained staff will facilitate the development of skills and tools that can help your child establish real and long-lasting friendships.

Structured Outdoor Play and Exercise

Our staff will lead participants in a variety of fun and skill-building activities and games. These activities will allow participants to learn to play new games, collaborate with team members, take turns and win/lose games in a way that promotes peer acceptance and social development. We will also incorporate a jogging circuit during which participants will experience sustained and beneficial physical activity in our local and large grassy area.

Community Outings

Community outings foster group collaboration, communication, safety, organizational skills and more. Outings include the grocery store, post office and the Farmer's Market. The Farmer's Market takes place every Thursday, from 4-8PM, right outside RAE's door. These outings are not only set within rich social environments, but also supply opportunities for participants to learn and practice money concepts, time management and executive functioning skills (*def. a set of tools that serve to manage oneself and one's resources in order to achieve a goal*).

Chores

Every day, participants will be required to perform revolving chores listed on a schedule. This will teach them responsibility and independence, as well as the skills involved in following a schedule. These chores will be simple tasks such as cleaning the white board, tidying up the books in the library, watering the plants, etc.

Token System and Prize Box

Participants will earn "Club Cash" based on their behavior each day. At the end of the day,

each participant will have a chance to “buy” items from the Prize Box. Items will vary in value such that there is an incentive to save and earn more “Club Cash” to purchase more desirable items. Participants can learn the value of money in a meaningful way along with utilizing concepts such as counting, estimating, saving, delayed gratification and more.

Staff

We staff our After School Club with trained and experienced Behavior Interventionists. All staff have been trained by our Board Certified Behavior Analysts to work effectively with children on the Autism spectrum and with related diagnoses. To ensure the safety of all children, our staff is certified in Child CPR and Basic First Aid as well as Nonviolent Crisis Prevention. Our After School Club will maintain a ratio of one staff to three participants.

Financial Information

Fees

RAE's After School Club is designed for children with or without a diagnosis of ASD who can function in a small group setting at a ratio of one staff to three participants. To qualify for 1:3 supervision, children must be able to communicate, eat, and use the restroom independently. They must also demonstrate responsiveness to adult directions, rarely aggress and rarely elope. Rarely means that they engage in these behaviors less than once per two sessions. If your child displays one of these behaviors more than once per two sessions, we will meet with you to discuss his/her eligibility for 1:3 supervision.

\$350/month for 1 day of the week

\$675/month for 2 days of the week

If a child requires 1:1 support, additional charges will apply.

Payments

- Payments must be received before the 1st of each month. Participants will incur a late fee of \$50 if payment is received after the 1st of the month.
- Please make checks payable to Resources in Autism Education, Inc. or RAE.

Refund Policy

- Payments made to RAE are non-refundable. However, if the After School Club is not available due to under-enrollment (i.e., less than 3 participants in a session), parents will receive a full refund.

Late Fees

- The program ends at 6:00PM. A late fee of \$1 per minute will incur if parents are late picking up their child.

Cancellation/Changes

- Participants will supply advanced, written notification of any schedule change request or cancellation. All changes and/or cancellations must be made at least two weeks in advance.

Policies

Participant Check In

- Participants must be signed in by a parent or authorized adult 18 years of age or older (whose name and other contact information appear on the application) immediately upon arrival.

Participant Check Out

- Participants must be signed out by a parent or authorized adult 18 years of age or older (whose name and other contact information appear on the application).
- Parents will provide a list of any eligible adult authorized to pick up their child.
- Once a participant enters RAE, they are considered to be part of the program that day. They will not be allowed to leave without proper sign out.
- Once a participant is signed out of the program, the participant will not be allowed to return on that day.
- Parents must sign out the participant immediately upon arrival.

Absence

- Parents must notify the program coordinator, Christine Urevig, by 2:30PM if their child is going to be absent from the program. The office number is (310) 320-5856.

Communication and Information Updates

- Parents must notify RAE's staff if their address or phone number changes.

Parents Behavior

- Any disparaging behavior displayed by a parent towards RAE staff may result in cancellation of the child's participation in the program.
- Parents are not allowed to discipline children who are not their own at RAE.
- Parents are not allowed to question children who are not their own at RAE.

Sick Participants

If your child is exhibiting any sign or symptoms of illness, please keep your child at home. Consult a physician to determine if your child's symptoms are contagious. If your child is ill, call us to cancel.

- During RAE's After School Club, if your child becomes ill (i.e. exhibits symptoms of fever or vomiting), you will be contacted to pick up your child immediately. If we cannot reach you, we will call the emergency contact you provided and ask him/her to pick up your child.
- If your child receives a minor injury, RAE's staff will administer basic first aid (i.e., wash affected area and provide a Band-Aid) and will inform you of the incident when you pick up your child.

- If your child receives a more serious injury, RAE's staff will contact you right away. If we cannot reach you, we will call the emergency contact you provided.
- If RAE's staff observes lice in a child's hair, you will be called to pick up your child. RAE will send a letter to all parents notifying them of possible exposure to lice.

After School Club Program Parent/Guardian Agreement

We have read, discussed and understand RAE's After School Club Parent/Guardian and Participant Handbook. By signing this Participant Agreement, we agree to adhere to all policies detailed in the RAE's After School Club Handbook.

As a parent/guardian, I agree to:

- Read the calendar and other important information that is distributed
- Keep RAE staff informed about a change of my phone number or address for myself and the people listed as my child's emergency contact
- Allow time for RAE staff to talk to me about my child when I pick them up at the end of the day
- Inform RAE staff about changes in my child's life that may affect his/her behavior at RAE
- Share any concerns I may have regarding my child or the program so that these concerns can be addressed to create the best possible program for my child and his/her needs
- Share concerns that my child has shared with me so that they too can be addressed to create the best possible program for my child and his/her needs

I agree that any disparaging behavior on my part or on the part of another adult picking up my child towards RAE staff may result in cancellation of my child's participation in the program.

Child's Printed Name

Date

Parent/Guardian Printed Name

Parent/Guardian Signature

Please keep this page for your records.

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To be kept in participant's file at RAE