

Handbook

Information for Families and Caregivers



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Oklahoma City, OK 73116
(405) 842-9995
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Welcome to Early Foundations!!!

We are very happy to have your child in our program and want your child's early learning experience to be exceptional. Early Foundations provides an atmosphere that celebrates individual differences and focuses on social and language development with certified Early Childhood teachers and a highly trained staff. This handbook contains the project's procedures and policies to assist you. We encourage you to ask any questions that you might have, and to take full advantage of the services we have to offer.

Background Information

Early Foundations: Autism Model and Outreach Project was designed to provide a model of intervention for the very youngest children with autism spectrum disorders (ASD) and their families in the state of Oklahoma. The program was started in the fall of 2007 and is a collaborative project between the State Department of Education, SoonerStart and the Section of Developmental and Behavioral Pediatrics at the University of Oklahoma Health Sciences Center.

This unique project for toddlers with Autism Spectrum Disorders addresses the importance of early intensive intervention as soon as a child receives a diagnosis and provides these services in a developmentally appropriate setting that includes access to typical peers and typical childhood activities. Because this model provides services for very young children ensuring a successful transition to public school programs at age 3 is critical to this model.

In addition to developing an effective model this project is intended to provide replication and outreach support to assist other communities in our state in developing a program with the recommended program components. Autism is on the rise and children and families need access to programs that reflect the recommendations made for intervention that lead to better outcomes for children with this disorder.

Bonnie McBride, PhD. BCBA-D
Program Director

Liz Moore, MEd
Project Coordinator

Hours of Operation

Office Hours	Monday-Friday	8:30-5:00
Program Hours	Days and times vary based upon the child's age	

Referral process

Children with Autism Spectrum Disorder (ASD) in the model project are referred through SoonerStart in Oklahoma County and live within approximately 10 miles from the project site. Children can be referred upon receiving a diagnosis of autism or if they are determined at risk for ASD through a developmental screening process.

Children who attend in the Mother's Day Out only are enrolled from the community. Children are enrolled based on an application process.

Drop-off and Pick-up

There is a sign-in sheet at the table as you enter the building. Please ensure that you sign your child in and out each day.

Arrival time is 9:00 am. Please try to be prompt, as being late can be disruptive and your child may miss valuable learning experiences associated with transitions and routines. Additionally, please do not bring your child early as the staff is not available in the classroom until 9:00.

Please be prompt when picking up your child. It sometimes upsets a child to be left in the room after other children have gone home. In addition, teachers often have other commitments and responsibilities that need their attention. We do understand that some situations cannot be avoided. Please contact us as soon as possible if you are going to be late picking up your child. We want to be supportive of your family, especially in times of crisis. **If you are continually late, you may be charged with a late pick up fee.**

Individuals authorized for pick up. Early Foundations maintains a list of individuals that you have authorized to pick your child up. Please don't be offended if individuals are asked to show identification before your child is allowed to be taken from our facility. Also, please notify us in writing of any changes to the list of persons authorized to pick up your child.

Pick Up Procedure. Each family will be given a name plate with your child's name. Please place this in your windshield to help identify each car. There will be a car line pick up on the North side of the building. We will bring your child to you. Please do not form a line until 11:50. (*See attached diagram*)

Attendance

Early Foundations has an attendance policy for children to be present 80% of the time. This is important to facilitate learning and keep a consistent schedule.

Please call the office at 842-9995 when your child is going to be absent. Also, advise us as soon as possible if your child has a contagious illness so that proper precautions can be taken.

Please keep your child home from school if he/she has:

1. a temperature of 100 degrees or more within the past 24 hours.
2. vomited in the past 24 hours or had diarrhea during the previous evening or night.
3. a blistering rash, especially if accompanied by fever and a history of exposure. If it is chicken pox, he/she will need to stay home until all areas have become covered with a scab, usually 6-7 days.
4. heavy nasal congestion and/or a productive and persistent cough.
5. been diagnosed with a contagious disease, such as strep. He/she should be on prescribed antibiotics for 24 hours before returning to school, or under treatment for at least 24 hours for conditions like pink eye, impetigo, and ringworm. In the case of head lice, the hair needs to be treated and nit free before returning to school.

If your child is sick at school you will be contacted right away.

What to Bring

A backpack with diapers/pull-ups (if applicable) and a change of clothes. Please be sure to label all clothing items. Send a coat with your child if the weather deems it necessary. Children will play outside each day unless it rains/snows or the temperature falls below 32 degrees or wind chill is excessive.

Safety Issues

Your child's safety and welfare are paramount. Fire and weather drills are practiced regularly. At least one teacher in each classroom is certified in CPR and infant CPR. Early Foundations has an evacuation map posted in the building that provides information regarding the location of restrooms, tornado shelter, exits, and other relevant areas. Exits may also be located by looking for directional and/or lighted signs.

Injury

While we are always on alert, accidents can occur. If there is an injury to the head, face or other serious injury, parents will be called. Other minor injuries will be addressed as needed (i.e.: icepacks, band aids, etc.) and parent will be notified at pick up.

Inclement Weather

Early Foundations follows the decisions made by the Putnam City School district regarding weather related school closings. Please watch or listen for school closings on local TV/radio stations.

Cost for Services

Contact the office for individual rates. We do have scholarships for those that qualify. Please see Liz with any questions. Tuition is due the second Thursday of each month. **Any payments 10 days past due will be charged a \$20.00 late fee and must be paid to continue enrollment at Early Foundations. If payment is more than 15 days past due, your child is subject to being unerolled and will be unable to continue until payment is paid in full.**

Observation, Video/audiotape and Photography

Early Foundations is a model and training site and as such outside parties schedule observations in the classrooms or via video. All classrooms at Early Foundations are continuously audio/videotaped. At enrollment you will be asked to sign consent to use the audio/videotapes and photographs of your child for teaching and public awareness purposes.

Grievance Procedure

Sometimes no matter how hard everyone tries, misunderstandings occur regarding students, policy, or staff. In such an event, Early Foundations provides the following procedures to clarify the resolution process. Most conflicts, grievances, issues or concerns can be resolved using these steps. But if not, additional measures to insure that everyone gets the best representation and assistance in the resolution process are available. If you file a grievance, this will not jeopardize your child's placement at Early Foundations. As always, the primary goal is to provide the best for those most important beneficiaries, your child(ren) and our student(s).

1. Talk over your concerns with the Early Foundations Project Coordinator.
2. If the situation has not been resolved to your satisfaction, meet with the Early Foundations Program Director to present your problem and the history of your attempts so far to get it resolved. This should be accomplished no later than 5 days after step 1.
3. The parent or program director may request a joint conference with the parent(s), teacher and director. This should be requested no later than 5 days after step 2.
4. If you still don't think the issue has been addressed, you have the right to file a formal written complaint. The complaint must be submitted within ninety (90) days from the date you expressed your concern to a staff member. You may ask for a complaint form from the receptionist or complete the form on-line at: <http://intranet.ouphysicians.com/quality>. You should fill out the form and return it to any staff member. You will receive a response from the Section Chief within

thirty (30) days. If you need help with the form, contact the Early Foundations office.

You always have the right to contact your SoonerStart provider or school district with any questions or concerns about your intervention program at Early Foundations.

OU Physicians Policies

The University of Oklahoma Health Sciences Center:

- is a smoke free campus.
- keeps prescription and over-the-counter medication in a secure place to guarantee the safety of all of our clients. (If you bring prescriptions or over-the-counter medications into a clinic, please keep them in a personal bag or purse. If you do not have a place to safely keep these medications, a staff member will provide a safe place to store your medications during your visit.)
- enforces all state and federal laws concerning illegal drugs. Anyone caught by the OU Police and Public Safety Department in possession of, using, or selling drugs will be detained.
- does not allow firearms on campus.
- will not restrict a client's privileges because misbehavior, behavioral outbursts, or breaking a group's rule. Clients may be referred to another agency if there are concerns for their personal safety and the safety of others.

Client Rights

It is our policy to recognize and respect the rights of all of our clients. Clients receiving services at our center will be informed of these client rights along with their client responsibilities.

Clients have the right to:

- Family-centered care.
- Health care regardless of age, race, gender, religion, disability, national origin, or sexual orientation.
- Respect for personal dignity and privacy.
- Confidentiality of records: state and federal laws forbid the release of your child's medical records without your written consent, except in specific situations where the law requires us to release information.
- Know the identity of the professional providing services.

- Expect diagnosis, prognosis, and method(s) of treatment to be explained clearly.
- Be informed about any risk of serious side effects.
- Participate in decisions involving your child's health care, including managing pain effectively.
- Know what alternatives exist for health care and treatment.
- Refuse medical care (except in specific situations as required by law).
- A second opinion.
- Know if treatment involves experimental or research methods and the right to refuse participation.
- Freedom from abuse, financial or other exploitation, retaliation, humiliation, and/or neglect.
- Have access to information in a timely manner in order to help you make decisions.
- Give written informed consent before any non-emergency procedure or treatment begins.
- File an informal complaint and/or formal grievance of practices and decisions that impact your child's treatment or status without fear or concern for negative consequences the staff or jeopardizing your child's placement at Early Foundations. You may request assistance from the Project Coordinator regarding the concern and/or complaint. Please contact the Project Coordinator at 842-9995.

OU Physicians will try to facilitate referral to conservators, guardians, advocacy and legal services, and self-help groups for clients needing or requesting these services.

Client Responsibilities

- Keep appointments as scheduled or notify us in advance if you are unable to attend.
- Provide, to the best of your knowledge, accurate information relating to health history and current health status of your child.
- Cooperate in the treatment plan recommended by those primarily responsible for your child's care.
- Consult your medical provider if your child's health problem doesn't follow the expected course.
- Accept personal responsibility for refusing treatment.
- Abide by the University of Oklahoma Health Sciences Center and clinic regulations and policies.
- Respect the rights of Early Foundations personnel, other patients, and visitors.
- Ask questions to make sure you understand your child's health problem(s) and treatment.
- Ensure that your child follows the course of treatment.
- Recognize that you make decisions daily that impact your child's personal health and treatment.
- Accept financial responsibility for services received and provide information necessary to obtain insurance, Medicare, Medicaid, or other third-party payments.

Confidentiality

A client's medical, financial, and personal information is protected. It is the responsibility of each staff member who sees this information to maintain the security and privacy of these documents whenever possible.

Standards of Conduct

OU Physicians expects all of its employees to act in a professional manner at all times. The Standards of Conduct covers such things as legal and ethical issues; improving training on customer service; and protecting the privacy of client information. We will provide you a copy of the Standards of Conduct upon request.

Non-Violent Practices

Under no circumstances is a staff member to use restraint or seclusion. In cases of emergency, the proper authorities, law enforcement and medical service providers, will be notified immediately. In the event that a child or an adult is in danger (i.e., a child is running out of a door or in case a child or an adult needs assistance evacuating the building quickly) we do allow our staff to lay their hands briefly on a child or an adult to aid them to safety. Additionally, if a child or adult becomes aggressive towards a staff member or another client, staff is allowed to protect themselves or their client(s) until proper authorities arrive.

In cases where a child may become out of control, the staff member is to direct the caregiver if the caregiver is present to use their usual resources to calm their child or adolescent.

After the event/incident occurs, an incident report must be completed describing the event, explaining what actions were taken, and providing information on debriefing and follow up care. The incident report will be reviewed by the Safety Committee to ensure no further action is required.

Input or Feedback

We are very interested in helping you and improving our services to you. You are welcome to report any complaints or compliments to our staff. As part of the Early Foundations project you may be asked to complete questionnaires or surveys related to the services you and your child receive.

In case of emergency please go to the nearest emergency room or contact your primary care physician.

Our Mission

The mission of the Section of Developmental and Behavioral Pediatrics is to improve the lives of children with special needs and their families, including children exposed to abuse and neglect, through interdisciplinary services, research, and training.

Acknowledgement of Early Foundations Handbook

I have received the Early Foundations Handbook.

Parent Name Printed

Child's Name

Parent Signature

Date

Please return this form to the Early Foundations office.