



ABA Development

www.ABAdevelopment.org

Parent Handbook & Policy Manual

Parent Responsibilities Agreement

Welcome Message to Parents:

Our Parent Handbook and Policy Manual provides you with information about our program and responsibilities, the team serving your child and the responsibilities parents have as the primary team member for your child. We are committed to maximizing your child's progress by applying evidence-based strategies rooted in the methods of Applied Behavior Analysis. It is important to the long-term success of your child's enrollment that we understand each other's expectations. Accordingly, this manual outlines the policies for parent-center interactions. If you have questions about any information provided in this manual or any other aspect of the service you will be receiving, please do not hesitate to contact the Executive Director or the ABA Development Team.

We look forward to working with you.

Sincerely,

ABA Development Executive Director and Team

Contact Information:

ABA Development
7953 Stage Hills Blvd #101
Bartlett, Tennessee, 38133

901-634-8005 Phone
ABAdevelopment101@gmail.com email
www.ABAdevelopment.org website

Parent Handbook

Program Information

ABA Development is a non-profit organization dedicated to enhancing the lives of children with intellectual disabilities. Our programs are designed to offer intervention strategies and stepping stones towards independence, choice, and social interaction.

Our Mission:

Our goal is to provide behavioral treatment utilizing the principles of Applied Behavior Analysis (ABA) in order to help individuals diagnosed with Autism Spectrum Disorder. We believe in the benefits of combining multiple ABA based techniques with comprehensive and individualized programs and activities. These treatments address a full range of life skills, from communication and sociability to self-care and readiness for school. We strive to help students of all ages and developmental levels reach their full potential.

We offer a variety of ABA based therapy programs to children with autism or similar conditions, addressing challenges in the following areas:

- Behavior
- Communication
- Daily living
- Social skills
- Academics

Hours of Operation

ABA Development is open for services from 8:00am – 7:00pm Monday through Friday and Saturday from 9:00am – 3:00pm. Please contact the Executive Director for more information.

Parent Handbook

Policies and Procedures

Drop Off and Pick Up Policy

All parents are asked to follow ABA's Drop Off and Pick Up Procedure.

Drop Off Procedure

- Upon arrival, please walk your child to the front doors of the center and the child's therapist will greet you, get your child and their things needed for their day, and bring them into the building.

Late Arrival

- All parents arriving late for their child's session and/or group should notify the executive director, and then wait until the child is greeted at the door by a therapist. To minimize disruption in routine that may affect another child's learning, social skills group interruptions during this time are not permitted.

Pick Up Procedure

- Dismissal times for sessions and social skills groups are at the specified scheduled ending time of the session and social skills group. Children should not leave before dismissal except in special cases in which the therapist and/or executive director has been notified in advance. In the event that your child must leave early, please notify the therapist and/or executive director as soon as possible.

Late Pick Up

- Parents will be assessed \$1 per minute fee after the first five minutes they are late picking up their child.

We will only release your child to you or other persons you have listed in your child's Pick Up information. People listed on the Pick Up form may be asked to show their identification. If someone who is not listed on the Pick Up form is coming to pick up your child, you must inform the Executive Director prior to his or her arrival. That person will be expected to pick your child up at the correct dismissal time and show their identification.

Parent Handbook

Family ↔ ABA Development Relationship

Collaboration and communication are critical components of a successful program for your child. Below are some of the items we feel are important in developing and maintaining healthy communications with each other.

ABA Development Guidelines:

1. ABA will provide daily progress notes in the form of an individualized goal sheet for sessions and a social skills rating form in group settings.
2. ABA conducts an initial assessment to identify treatment goals. The initial assessment of your child is performed through our New Client Profile Form and / or Intake Form.
3. ABA will schedule a time with parents to come in to our office for a 15 minute parent intake appointment. This will finalize registration and social skills group placement.
4. ABA updates and maintains program information on our website.

Parental Guidelines:

1. Parents may set up a visit to observe their child in the center as a means of receiving information about their child's progress. All visits must be scheduled prior with the Executive Director.
2. Parents are responsible for reviewing the progress notes sent home with their child.
3. Parents may request program changes at any time by contacting the center's director. It is important to understand changes may require a formal IEP kept on file for goal and/or objective changes to be implemented.
4. Additional services may be available for a child to aide in generalization and further communication from the center program to the home or school. It is the parent's responsibility to request information about current available services, and formally establish plans with ABA to access these. Please see our fee chart.
5. In addition, parents may email ABA or send notes in their child's backpack to inform the staff of any important and prominent issues.
6. We encourage all parents to call or ask for meeting with the Executive Director and ABA team if there are any concerns about their child's experience at the center.
7. We ask parents to *please* be sensitive to the time spent with the therapist and staff at drop off and pick up particularly due to other children, their next session, or other duties.
8. When picking up your child, please remain in the car and a therapist will walk your child to the car upon your arrival. If you would like to discuss your child's progress, please contact the executive director to arrange a day for you to stay 15 minutes after the social skills group ending time to speak with the therapist.
9. Parents may drop their child off starting at the scheduled time of session and/or group.

ABA Development Parent Responsibilities Agreement

Parental participation in their child's education and treatment is essential. Below is a list of items required to receive education and treatment services from ABA Development. Please contact the Executive Director for questions.

Parent Participation

I understand and agree to participate in the following areas:

1. Individual Education and Treatment Plan participation:

- I will provide a current IEP for ABA Development.
- I will discuss and participate in creating appropriate goals for my child.
- I understand I may request program changes at any time by contacting the Executive Director to schedule a meeting regarding these possible changes.

2) Home Generalization:

- I will implement recommended behavior plans and weekly handouts in the home.

3) Information on File Requirements:

- I will provide all information for my child's file and keep my child's file up to date for both the education and treatment documentation and necessary documentation required by regulating entities including but not limited to: emergency contact information, current IEP documents, forms, and other.

4) Center Visits and Observations:

- I understand that if my child is in a small group that I must not violate the confidentiality or interrupt the treatment of the other children.

5) Absences and Cancellations:

- I understand that if I cancel less than 24 hours in advance I will be charged a \$25 fee for private sessions.
- I understand that a 24 hour notification of my child's absence is required and that there are no refunds for social skills groups not attended. Make – up groups can be arranged but not guaranteed.
- I understand that if my child's tuition is not received or your child does not attend two consecutive social groups without notification, a child from the waitlist will take over your child's place in the group, and your child will then be moved to the bottom of the waiting list.

6) Termination of Services:

- I understand participation in this education and treatment program is voluntary.
- I understand that I may choose to discontinue participation and withdraw my child at any time with a two-week withdraw/transition notice. I understand that my child's tuition will be billed during the last two weeks of transition.
- I understand also that ABA has an ethical responsibility to discontinue services in the event that they feel my child is not benefiting from the program.

Payment Responsibility

I understand and agree to the following payment responsibilities:

- 1) I understand that I am responsible for the full amount of the invoice for services provided. Fees may be paid by personal check, money order, cash, credit card, or PayPal. Credit card payments can be made online via PayPal or in our business office. A 2.9% processing fee will be applied to payments made via PayPal.
- 2) Parents are in agreement with the child's treatment plan and ABA policies upon enrollment and are therefore in agreement for payment of services.
- 3) ABA reserves the right to dis-enroll any child if payment is not made promptly.
- 4) ABA reserves the right to increase fees upon one month's prior written notice.
- 5) ABA requires two week written notice but prefers 30 days in the event that your child needs to leave ABA. This notification helps us plan for those children that are on the waiting list and prepare your child for a successful transition. Failure to provide two weeks written notice of intent to withdraw will result in session and/or group cancellation fees as applicable (please see number 8 below), and in collection procedures for unpaid account balances.
- 6) Parents will be responsible for any legal or collection fees incurred in settling delinquent accounts.
- 7) There will be a \$35 service charge on all returned checks.
- 8) All fees are non-refundable.
- 9) There may be a material fee due for treatment services. An explanation of these fees is provided on the attached fee schedule.
- 10) ABA reserves the right to bill for services up front.
- 11) ABA reserves the right to change the billing structure if payment due requirements are not met in a timely manner.
- 12) Parents are responsible for payment of any services above and beyond those provided by ABA and/or those services denied by ABA for any reason. Payment is due in full upon arrival of the next scheduled session and/or group.
- 13) Services other than the center-based program may be accessible such as school and in-home ABA programs, Psychological Testing, etc. Each of these services will have their own enrollment and payment agreement documents. Please contact the Executive Director for more information.
- 14) A fee schedule has been provided and is attached.

Fee Schedule

- Social Skills Group: Early Childhood → Social Focus
 - **\$150 per month (4 group meetings)**
- Social Skills Group: Early Elementary → Social Focus
 - **\$150 per month (4 group meetings)**
- Social Skills Group: Elementary → Nonverbal/Verbal Communication and Social Focus
 - **\$150 per month (4 group meetings)**
- Academic Tutoring: Ages 4 – 14 → Academic Focus - one on one setting
 - **\$45 per hour**
- Private Sessions: One on One setting → Behavior Focus - individualized goals
 - **Contact us for fee information.**
- Camp Venture Day Program: → Social and Behavior Focus - individualized social and behavior goals in 2:1 child to staff ratio
 - **Contact us for daily and weekly tuition fees or visit our website.**

Material Fees	Rate:
<ul style="list-style-type: none"> • Program Development <ul style="list-style-type: none"> ○ Curriculum Based Assessments ○ Development of DTT & NET Programs ○ Materials needed for Treatment <ul style="list-style-type: none"> ○ Behavior Charts ○ Visual Aids/PECs • IEP Consultation • Program Writing • Travel Expenses outside a 3 mile radius of our facility 	\$15 per hour

Emergency and Weather Related Closings

In the event of inclement weather, we will follow the Shelby County Schools weather-related closure procedures. We reserve the right to modify this policy.

Reinforcers

For both parents that are new to the ABA program and those parents who are familiar with the program, it's important to know one of the main goals of treatment is to help a child access something we call, "reinforcement." This means we want to make the child's day as rewarding as possible to keep them motivated to learn.

First, we request parents provide an assortment of their child's favorite items upon their initial arrival. This commonly includes specific snacks and drinks the child likes, but can also be special toys from home that we can send back and forth through the child's backpack. If a parent sends toy(s) with their child, the team will only use these as a possible reward for their child during their learning day. They will not be available to the child at other times. In addition, we work hard to prevent a child's toys from being used by other children, from possible breakage, and from possible loss. However, this does not always go the way we plan. Breakage or loss may occur and would be reported to a parent if this happened. ABA does not replace broken or lost items.

Second, we ask parents provide us with a list of the most rewarding items for their child. We will do our best to make these regular rewards available at all times and we also ask parents to help replenish basic rewards throughout the year. The child's therapist will share the child's needs on the daily progress goal sheet.

This is such an important piece of treatment and we thank all parents ahead for their support in this area. Without motivation to learn, learning will not take place!

Diapering and Toileting Supplies

Parents are required to send in the appropriate diapering and/or toileting supplies that their child may need while at ABA and during toilet routine. This includes diapers, wipes, and extra clothes to allow our staff a minimum of 2 changes. Parents may request to store diapering and toileting supplies on site by contacting the executive director. A bin and/or storage space will be provided for the child's items. Parents will be billed for the cost of needed supplies and a material fee if not furnished in timely manner. ABA reserves the right to deny services of diapering and toileting supplies have not been provided. An email notice will be sent prior to your child's next arrival as a reminder

Attendance

Regular attendance in the education and treatment program is extremely important. Parents can help promote their child's skills growth by making every effort to schedule family vacations to coincide with your child's treatment plan. However, should circumstances arise that will require taking your child out when sessions and/or groups have been scheduled prior to absence, please contact the executive director as soon as possible. Excessive absences may result in termination of services.