



taking on disability together

**Parents Night Out
Respite Program**

Parent/Guardian & Participant Handbook

I. General Program Information

Easterseals Crossroads Respite Program provides rest and relaxation for family members and primary caregivers of individuals with special needs or disabilities.

Respite enhances personal and family health by providing necessary physical care and recreational activities while offering parents and caregivers a well-deserved break. The Respite Program is designed to serve families in a number of ways. Respite programs are free and available to the public.

Parents' Night Out - a scheduled event for children with disabilities or special needs on the 1st, 2nd, 3rd, and 4th Fridays of every month from 6:15pm-10:00pm. The program provides care for children and their sibling's ages 6 months through 12 years and is available at several locations throughout the city. Reservations and registration forms are required.

Parent's Day Out- a scheduled day event on the 4th Saturday of each month. This event is offered at our Crossroads (east) location from 10:00am-2:00pm.

Parents' Day/Night Out provides:

- A safe, nurturing environment for all children
- Gross motor activities and recreational experiences
- Care for siblings
- A staff/adult volunteer to child ratio of 1:3
- Well-qualified and experienced staff
- Themed activities/crafts
- Snacks

ParentCare Packages – this program is an innovative concept that extends beyond the care of participants and affords family members or primary caregivers the opportunity to enjoy a recreational or leisure activity while your loved one is at a Respite event. ParentCare Packages may consist of providing the means to enjoy a pleasant dining experience or other entertainment options within the Indianapolis area. *ParentCare Packages are offered on an every other month basis.*

- Parents/caregivers understand that the ParentCare package is to be utilized on the night that Respite Care Services are provided by Easterseals Crossroads. It is understood that if the ParentCare package is misused in any way (i.e. not used on the designated night, used to purchase alcoholic beverages, etc.) this may prevent me/us from receiving other ParentCare packages in the future. It is clear that the misuse of ParentCare packages may result in the termination of these benefits for me/us and for others.

II. Locations

Parents’ Night Out Locations (6:15 p.m.-10:00 p.m.)

Indian Creek Christian Church (south) <i>1st Friday of every month</i> 6430 S. Franklin Road Indianapolis, IN 46259	Trinity Wesleyan Church Kids Kastle (north) <i>3rd Friday of every month</i> 11552 Fishers Landing Drive (Allisonville & 116th St.) Fishers, IN 46038
Easterseals Crossroads (east) <i>1st, 2nd, 3rd & 4th Friday of every month</i> 4740 Kingsway Drive Indianapolis, IN 46205	Ben Davis Christian Church (west) <i>4th Friday of every month</i> 701 S. High School Road Indianapolis, IN 46241

Parents’ Day Out Location (10:00 a.m. – 2:00 p.m.)

Easterseals Crossroads (east)
4th Saturday of every month
4740 Kingsway Drive
Indianapolis, IN 46205

III. Registration Forms

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. Easterseals Crossroads may also request from parents/caregivers a Release of Information to seek additional information from school teachers, therapists, etc.

Individuals participating in the Respite Program will be screened to determine the level of care required, and to assess how the staff can best meet the needs of the participant. The level of care assigned will be on a trial basis and is determined by Easterseals Crossroads. Should the staff determine the needs of the participant have changed; a new level of care will be assigned.

Once all of the necessary documentation has been secured and a level of care has been established, an Easterseals Crossroads employee will contact you to schedule your first visit.

IV. Scheduling

Parents’ Night Out

Once you have completed the annual registration forms, you may begin scheduling each month for Parents’ Night Out events. To schedule, contact Angie Hillgoss at 317-466-

2006 or via email at ahilligoss@eastersealscrossroads.org. *Please state names of all children attending and your location preference.*

- Scheduling begins on the **FIRST THURSDAY** of the month for the **NEXT** month's event. **PLEASE NOTE: You may call to schedule on Thursdays and Fridays ONLY.** Scheduling times are from 8am Thursday to 4pm on Friday.
- If you are added to the waitlist on any given month, you will have the opportunity to be automatically enrolled in another PNO event (up to 4 weeks out) at the location of your choice.
- You may attend 1 event per month.

V. Cancellation Policy

Families must notify Easterseals Crossroads by calling 317-466-2006 or 317-466-1000 x2420 within 3 hours if they are not able to keep their reservation for the Respite Care Services that the participant is registered for. If families no call/no show for an event, they will be required to put down a \$10.00 deposit for the participant and an additional \$5.00 deposit for each additional 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 Easterseals Crossroads Respite Care Services. 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 Respite Care Programs at Easterseals Crossroads.

VI. Schedule of Events

A 'typical' schedule of events at Parents' Night Out:

- 6:15p - 6:45p:** sign in and free time
- 6:45p - 7:30p:** craft, free time, playground or gym time
- 7:30p - 8:00p:** clean-up and prepare for snack
- 8:00p - 8:30p:** snack time
- 8:30p - 10:00p:** movie time or free time
- 10:00p:** parent pick up

VII. Required Items to Bring

Parents' Night Out

Each family participating in a Parent Night Out 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)

- 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 feed dinner to the participants.** Snacks are typically served around 8p.
- Dinner! Do not send your child to Parents' Night Out with their dinner in hand. Please have them fed prior to coming to the event.

VIII. Drop-off & Pick-up | Policies & Procedures

Parents' Night Out

Drop off

- Drop off to the PNO events begins at **6:15p**; **participants must arrive no later than 6:45p** or else the family will risk being turned away from the program for the evening. *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 night of the event or we have them available on our website.
- Pick up ParentCare Packages at sign-in to event (every other month)

Pick up

- **Late arrival** - Parents' Night Out ends promptly at 10 p.m. and per the 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 Easterseals Crossroads before the participant can attend Parents' Night Out again. In addition, I am aware that multiple late arrivals could result in the possible termination of Respite Program services in the future.
- **Intoxicated or impaired parent/caregiver** – it is policy at Easterseals Crossroads that no consumer will be allowed to leave an ESC facility, 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 consumers welfare.
 - If deemed necessary, staff will contact another authorized user or emergency contact on the registration form. If they are not available, Yellow Cab will be contacted and paid for by Easterseals Crossroads to ensure the families safety.

IX. 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 Respite staff will request a behavioral consultation from behavior support staff at Easterseals Crossroads. Behavior support staff will work with Respite staff to provide behavior recommendations 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 Respite program.

X. Specific Medical Needs

Feeding Tubes

Participants who require the use of a feeding tube will be allowed to participate in Respite events, but feedings will not be provided unless medical documentation indicates it is medically necessary during the hours of the Respite event. Should it be deemed medically necessary, the parent/caregiver will need to submit a supplemental form to Easterseals Crossroads with the specifics of the feeding. Supplemental forms can be obtained by contacting Angie Hilligoss at 317-466-1000 x2420.

Food Allergies and Special Food Preparation Requirements

If the registered participant has a significant food or environmental allergy, please contact Easterseals Crossroads (Angie- see above) 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. It is best to always send a "back-up" snack for the participant to enjoy during snack time if they have specific food allergies.

If the registered participant has specific food preparation needs, please contact Easterseals Crossroads (Angie- see above) 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, it is likely that 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.

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 Angie (see above for contact info). 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 Easterseals Crossroads' programs. Medicines ordered twice a day should normally be given before and after, rather than during, childcare 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 childcare, 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' Night 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.

1. 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.

2. 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.

XI. Emergency or Crisis Situations

Parents & caregivers are expected to always be available via cell phone while their loved one is with us at a Respite event. 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, Easterseals Crossroads 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.

XII. Compliments/Concerns/Questions?

Please direct all compliments/concerns/questions to Angie Hilligoss, Manager of Respite Services. Angie can be reached at 317-466-2001 X2420 or ahilligoss@eastersealscrossroads.org.



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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

