



taking on disability together

Teen Night Out Respite Program

Parent/Guardian & Participant Handbook

Revised 12/2013
10/2014
8/2015
9/2016
8/2017
11/2019
1/2020

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.

Teen Night Out- We offer a Teen Night Out program once a month on Fridays for participants ages 13-17 years old. We are happy to partner with Carmel Clay Parks and Recreation to serve this group of teens at the Monon Center.

Teen Bowling Night-We now offer Teen Bowling events on Friday evenings from 6pm-8pm at Woodland Bowl 3 to 4 times per year.

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 at Teen Night Out events.*

- 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.

I. Location: Monon Center

Teen Bowling Night: Woodland Bowl 1235 Central Park Drive East

Teen Night Out: Monon Center 3421 E 96th St.

II. Registration Forms

Current Program registration forms that are *thoroughly completed* are required for participants for all Respite events. Required items for Teen Events include:

- 1) a Completed 2020 Registration Packet
- 2) Completed/Submitted online Monon Center forms (via site below)
https://ccpr.formstack.com/forms/ccpr_annual_information_form_copy_1
- 3) Copies of current IEPs, BIPs, or Diagnostic reports

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.

III. Scheduling

Teen Night Out/Teen Bowling

Once you have submitted all required documentation, and your child has been approved for the program, you may begin scheduling each month for Teen events. To schedule, contact our Admissions Specialist Emily Garvin at 317-466-1000 ext 2504 or egarvin@eastersealscrossroads.org

- Scheduling begins at 1pm on the corresponding date in the previous month.
- **Examples:** On September 18 we started accepting signups for October 18 events; On September 25 we started accepting signups for October 25 events; etc.

IV. Cancellation Policy

Families must notify Easterseals Crossroads by calling 317-466-1000 x2504 or emailing egarvin@eastersealscrossroads.org 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 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.

V. Schedule of Events

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

- 5:30pm-6:00pm:** sign in and free time
- 6:00p - 7:30p:** swimming, group activities, crafts, games
- 7:30p - 8:00p:** change into dry clothes, eat a snack
- 8:00p - 9:30p:** Movie, basketball, games, socializing

VI. Required Items to Bring

Teen Night Out:

Please feel free to have your teen come in with their swimsuit on under their clothes. After swimming they will go to the locker room with a staff member to change into dry clothes before eating. Each family participating in a Teen Night Out event **MUST** bring a bag, labeled with participants name or names. Please include the following items:

- Towel
- Dry clothes for your teen to change into after swimming
- Diapers/wipes if needed
- Sensory items if needed

Teen Bowling:

We will **not** be swimming during our Teen Bowling events. Please bring a bag with:

- Change of clothes
- Diapers/wipes if needed
- Sensory items if needed

What NOT to send your child with:

- Any electronics (i.e. cell phone, iPod, camera, Nintendo DS, etc.)
- An empty belly! Snacks and light refreshments are served at each event.
- Please do not send your child with food in their bag or in their hands!

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

Drop off

- Drop off to the Teen Night Out event begins at **6pm; participants must arrive no later than 6:15p** 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 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 – Teen Night Out ends promptly at 9:00pm. Teen Bowling and Karaoke Events end promptly at 8:00pm.** Per the Respite Program policy, at the time of the first late pick up, parents will receive a verbal reminder of pickup of policies. A second late arrival will result in the family being asked to take a 1 month hiatus from registering

for events. After that, the family is welcome to register again. In the event that an additional late pickup occurs, the family will be asked to take a 3 month hiatus from registering for events. Late pickups of participants could result in temporary suspension of attendance. In addition, 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.

VIII. 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.

During Teen Respite events, safety is our top priority. If a Teen participant exhibits behaviors that create an unsafe environment for himself/herself or others, the following policy will apply:

- After the first occurrence, a verbal warning will be issued. The Program manager will discuss the matter with the teen's family over the phone or in person.
- After the second occurrence, a written warning/incident report will be issued.
- After the third occurrence, the Teen will be asked to sit out of Teen Respite Events for 1 month.
- After the the fourth occurrence, the Teen will be asked to sit out of Teen Respite events for 3 months.
- After the the fifth occurrence, the Teen will be asked to sit out of Teen Respite events for 1 year.

Throughout each step of this process, Monon staff and Easterseals staff will communicate openly with families and share a common goal of collaborating to prevent future incidents.

IX. 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 Emily Garvin at 317-466-1000 X2504.

Food Allergies and Special Food Preparation Requirements

If the registered participant has a significant food or environmental allergy, please contact Easterseals Crossroads (Emily Garvin– 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 (Emily Garvin– 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.

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 Emily Garvin (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.

X. 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.

XI. Compliments/Concerns/Questions?

Please direct all compliments/concerns/questions to Emily Garvin, Coordinator of Respite Services. Emily can be reached at 317-466-1000 x2504 or egarvin@eastersealscrossroads.org



taking on disability together

2019
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