

Theracare Pediatric Services Enrichment Program Policy and Procedures

Enrichment Programs:

Theracare Pediatric Services honors a safe environment for everyone. Our programs focus on building social skills and interpersonal relationships while learning more about the world around us. We offer small group instruction with skilled providers who incorporate differentiated learning into their multi-sensory teaching approach. Groups are designed to meet student's needs by using positive reinforcement in the least restrictive environment.

Student Requirements:

- Student is able to independently or with adaptations move across room.
- Student follows one step commands.
- Student is independent with toileting routine. If assistance is needed, parent / guardian / caregiver must stay on property to assist when needed.
- Student adheres to behavior policy.

Behavior Policy:

Disruptive behaviors outlined below will result in immediate removal from the group. Parent / guardian will be notified immediately for pick-up and a behavior plan will be established or reviewed if already in place before student attends next session. See below for set course of action.

- Disruptive Behaviors:
 - Examples are but not limited to:
 - Disruptive outbursts (screaming, swearing)
 - Aggressive harming of self or others (pushing, kicking, biting, hitting, pinching)
 - Leaving classroom / school without permission
 - Inappropriate use of materials or furniture (putting chairs on tables, eating crayons)
 - First infraction will result in contact with instructor, parent / guardian and clinic manager to document strategies for improving behavior. Severity of infraction could supersede the above policy and result in removal from the program without a refund.
 - Second infraction within 14 calendar days will result in removal of student without refund. If a second infraction occurs post 14 calendar days, a final warning will be issued.

- Third infraction will result in removal without a refund.

Attendance and Punctuality:

- Programs will start promptly with a five-minute window for late arrivals. Students are able to join class during the next break, if they arrive late.
- Registration ensure student's placement. Refunds will be provided for session up to 72 hours before the class session starts with a written request. There will no refunds after the session begins. Make-up sessions are not offered for absences. If a holiday falls during session an additional day will be added to the course. Holidays observed are Fourth of July, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.
- Unnotified absences resulting in 50% or less attendance will result in an automatic withdrawal of program.
- Parents are essential support to children's success and independence. Some classes will require parent participation, which will be noted in course description. In all other classes, parents / guardians check in their child at the front desk. Provider will meet their students at the desk to guide them to class. Parents are welcome to stay in waiting room.