



Joshua  
EARLY CHILDHOOD CENTER

Joshua Early Intervention and  
Joshua Academy  
Policy and Procedure  
Parent Handbook

2016-2017

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## STATEMENT OF PURPOSE

It is the purpose of Joshua Early Childhood Center (JECC) to provide high quality educational services to children. **Joshua Early Intervention** utilizes Applied Behavior Analysis (ABA) and related services to students ages 2-years through age 7 (7th birthday) enabling students to reach their full potential. JECC will serve students regardless of socioeconomic status, race, gender, religion, ethnicity, or geographic area or location. JECC intends to provide the highest quality of individualized treatment and care for young children of all abilities, including those with autism spectrum disorders and related developmental disabilities. The early intervention program, **Joshua Early Intervention**, is built on principles of Applied Behavior Analysis (ABA), a science with over thirty years of research known to increase communication, learning, and appropriate social behaviors. The traditional education program, **Joshua Academy**, is a play based program, utilizing Creative Curriculum.

## STATEMENT OF PHILOSOPHY

JECC assures that all students and families will be treated with dignity, consideration, and respect at all times. We provide year-round services from highly dedicated and qualified professionals in the fields of Early Childhood Education, Applied Behavior Analysis, Speech and Language Pathology, Early Childhood Special Education, and Occupational Therapy. JECC aims to provide an environment that fosters emotional, developmental, and behavioral growth. Our mission statement is as follows: *“Joshua Early Childhood Center is committed to helping all children attain the highest quality of life valuing each unique mind, body and spirit.”*

## CONTACT CENTER AT ALL TIMES

The center can be reached at all times by calling the main line: 720-316-5234.

## RATIOS

**The Joshua Early Intervention** program has a 1:1 staff/student ratio for students enrolled for autism treatment.

In addition, the **Early Intervention Program** will provide:

- Curriculum-based assessment including the VB MAPP (Verbal Behavior Milestones Assessment and Placement Program)
- Development of an Individualized Treatment Plan (ITP).
- On going home visits and additional parent/family support and education nights.
- Liaison services for transition to elementary-aged services.
- Documentation of student records of on-going evaluations of educational achievement in relation to developmental growth, age, medication, and therapeutic needs.

**Joshua Academy** maintains ratios set forth by DHS and varies by classroom. Twilight Peak, our 2-year-old through 3-year-old classroom is 1:5 ratio of teachers to children. Diamond Peak, 3-year-old through 4-year-old classroom is 1:8 teachers to children. Treasure Mountain, our pre-kindergarten classroom, is 1:8. Any mixed age classroom will maintain a ratio of 1:6.

## ADMISSION

### POLICY

For admission, JECC Early Intervention Program will consider students between the ages of 2-years through 6-years of age.

Services are offered regardless of sex, race, ethnicity, educational, religious, or social background. Services offered for special needs children are also in compliance with the **Americans with Disabilities Act**.

### PROCEDURE FOR JOSHUA EARLY INTERVENTION

1. An Early Intervention Application for Admission must be completed by parent or guardian.
2. The applicant's insurance benefits will be checked by insurance specialist.
2. Applicant will be contacted by mail or phone to acknowledge receipt of application and to schedule a tour of the facility.
4. A review process will be completed within one month of receipt of application. The review process includes record review, assessment, and development of possible treatment goals and setting an anticipated start date based on openings.
5. If placement is appropriate the following procedures will be followed prior to admission:
  - A contract will be drafted and signed by the parent/guardian.
  - The intake packet will be completed including medical health history and other relevant admissions forms.
  - The Policy and Procedure Handbook signature page will be signed by the parent or guardian.
  - Any health care plan from health care provider for health or developmental conditions will be received prior to child starting.

### PROCEDURE FOR JOSHUA ACADEMY

1. A JOSHUA ACADEMY Application for Admission must be completed by parent or guardian.
2. The applicant will be given general tuition and scheduling information.
2. Applicant will be contacted by mail or phone to acknowledge receipt of application and to schedule a tour of the facility.
4. A review process will be completed within one month of receipt of application. An anticipated start date will be given to the family based on openings at the center.
5. A contract will be drafted and signed by parent/guardian.
6. The intake packet will be completed including medical health history and other relevant admissions forms.
7. The Policy and Procedure Handbook signature page will be signed by the parent or

Guardian.

8. Any health care plan from health care provider for health or developmental conditions will be received prior to child starting.

## **ASSESSMENT**

### **JOSHUA EARLY INTERVENTION**

Each child will be assessed with the Vineland II and VB MAPP within the first 30 days of enrollment and updated annually. Any other assessments will require parent approval. These assessments will be re administered every 6 months to 1 year depending on need and insurance requirements.

### **JOSHUA ACADEMY**

Each child will be assessed with the Teaching Strategies Gold assessment three to four times annually.

## **DISCHARGE**

All children transition from JECC by their 7th birthday regardless of progress. The goal is for each child to transition to a general education environment, or modification of that.

For **Joshua Early Intervention**, if the Vineland II or VB-MAPP determines there are no areas of delay or a decrease in the areas of delay a decrease in intervention time may be recommended. All children will have a transition plan developed by Joshua Early Intervention staff prior to their 7th birthday. The discharge criterion is assessment driven. If the Vineland II or VB-MAPP determines there are no areas of delay or only delay's in area's that would not benefit from Applied Behavior Analysis Intervention, the team would develop a transition plan.

All children are discharged from JECC 's Early Intervention and Preschool program on their 7th birthday, regardless of progress.

## **HOURS OF OPERATION**

### **JOSHUA EARLY CHILDHOOD CENTER**

JECC will be closed 8 weeks out of the year and other major holidays. Holidays and vacations include Summer Break, Labor Day, Fall Break, Thanksgiving Break, Winter Break, Martin Luther King Jr. Day, President's Day, Spring Break, and Memorial Day. See school calendar for details.

## **JOSHUA EARLY INTERVENTION**

The **full-day** program at Joshua Early Intervention Program will be open Monday through Friday from 9:00 a.m. – 3:00 p.m. The **morning half-day** program will be open Monday through Friday from 9:00 a.m. – 12:00 a.m. The **afternoon half-day** program will be open Monday through Friday 12:00 p.m. – 3:00 p.m. There are also at times alternating full day options available.

## **JOSHUA ACADEMY**

The **full-day** program at Joshua Academy **including before and after care is 7:30am-5:30pm**. A regular full day position is 8:30am- 3:30pm. The **morning half-day** program is 8:30am-11:30am. The **afternoon half-day** program is 12:30pm-3:30pm. There are also full day alternating schedules for MWF or T/TH.

## **DROP OFF AND PICK UP POLICY**

If a student will be arriving late to school or being picked up later, the office manager or director must be notified as soon as possible.

If a student is repeatedly late to drop off or pick up the program director can choose to create an attendance improvement plan or move forward with a 30 day notice of termination.

## **JOSHUA EARLY INTERVENTION POLICY**

All students of Joshua Early Intervention should arrive every day between 8:50a.m. and 9:10 a.m. All students shall be picked up at the end of the day no later than 3:20 p.m.

There is no late pick up available at JECC and the student must be picked up at 3:20 p.m.

Parents or guardians must fill out the sign-in/sign-out sheet that will include (for each student), the date, the child's name, time when the child arrived and left JECC , and the parent or guardian signature.

## **JOSHUA ACADEMY POLICY**

**Before care** starts at 7:30am and must be pre-arranged. No drop-ins allowed. Drop off for **regular morning schedule or regular full day** will be 8:30am-8:45am. Pick up for **morning schedule** is 11:30-11:45am. Drop off for **afternoon schedule** is 12:30-12:45pm. Pick up for **afternoon schedule and regular full day schedule** is 3:30-3:45pm. **After care** hours are 3:30pm-5:30pm and must be pre-arranged. No drop-ins permitted.

See center calendar for school year breaks and holidays on the website: [www.joshuaearlychildhoodcenter.org](http://www.joshuaearlychildhoodcenter.org) or as the center director for a paper copy.



## **POLICY FOR CLOSING THE CENTER AT THE END OF DAY**

The children are all signed out at the end of the day by the approved person picking them up. When the last child leaves the staff will review the sign out sheet to make sure all students have been picked up and signed out.

If a child has not been picked up their guardian will be called immediately and the child will remain under the care of JECC staff until they are picked up.

## **CONFIDENTIALITY**

The JECC protects our students confidentiality by utilizing the following strategies:

- Using no initials or identifying information in email subject lines.
- Only using initials within the body of the email.
- Not identifying other children within a child's incident report.
- Keeping any confidential information in a locked space.
- Shredding any confidential information that can be disposed of including pictures of children, documents with initials/names, etc.
- Requesting parent permission privately prior to sharing parent contact information with another parent.
- Only sharing treatment information regarding students with those listed on the exchange for confidential information form signed by the parent.
- Using only student initials on data sheets.

## **CONFIDENTIALITY POLICY**

### **POLICY**

JECC has a primary obligation to safeguard information about individuals obtained in the course of practice, teaching, or research. Personal information is communicated to others only with the written consent of the student or the parent/guardian of the student unless there is clear and imminent danger to the student, to others or to society. Disclosure of information is restricted to what is necessary, relevant and verifiable.

### **PROCEDURE**

1. JECC will make students and/or families aware of their rights in regard to the confidential nature of their education. JECC will fully disclose the limits of or exceptions to, confidentiality, and/or the existence of privileged communication, if any.
2. All materials in a student's official record shall be shared with the student and/or parent or legal guardian, who shall have the right to decide what information will be

shared with anyone beyond JECC or payer of service and be informed of the implications of the materials to be shared.

3. Confidentiality belongs to the student and his/her parent or legal guardian. They may direct JECC, in writing, to release information to others. The release of information without the above named party's consent may only take place under the most extreme circumstances. The protection of life, as in the case of suicidal or homicidal students, exceeds the requirements of confidentiality. The protection of child or a person not competent to care for themselves from physical or sexual abuse or neglect requires that a report be made to a legally constituted authority. JECC will comply with all state and federal statutes concerning mandated reporting of suicidality, homicidality, child abuse, and incompetent person abuse. JECC staff member will not release information by request unless accompanied by a specific release of information or a valid court order. JECC staff members will comply with the order of a court to release information by they will inform the student and/or his or her parent or legal guardian of the receipt of such an order. A subpoena is insufficient to release such information. In such case, The JECC staff member must inform the student and/or his or her parent or legal guardian of the situation and if the student and/or his or her parent or legal guardian refuses release, coordinate between the student and/or his or her parent or legal guardian's attorney and the requesting attorney so as to protect student confidentiality and JECC's own legal welfare. In the case of all of the above exceptions to confidentiality, JECC will release only such information as is necessary to accomplish the action required by the exception.

#### **CONFIDENTIALITY POLICY CONTINUED**

4. The anonymity of students served by JECC is preserved, if at all possible, by withholding names and personal identifying data. If external conditions require such information, the student and/or parent or legal guardian will be so informed.

5. Information received in confidence from an agency or person outside of JECC shall not be forwarded to another person or agency without written consent from the student and/or his or her parent or legal guardian.

6. JECC staff has the responsibility to ensure the accuracy and to indicate the validity of data shared with their parties.

7. Case reports presented in classes, professional meetings, or publications shall be so disguised that no identification is possible unless the student or responsible authority has read the report and agreed in writing to its presentation or publication.

8. JECC's reports, records, ITPs are maintained under conditions of security, and provisions are made for their destruction when they have outlived their usefulness. JECC staff will ensure that all persons under JECC employ, volunteers, and community aids maintain privacy and confidentiality.

9. In the course of interviewing, testing or evaluation, JECC staff will make certain that the person or authorized representative is fully aware of the purposes of the interview, testing or evaluation, and of the ways in which the information will be used.

10. Educational sessions may be taped or otherwise recorded only with the written consent of the student and/or his or her parent or legal guardian. Even with the written consent of a guardian, one should not record a session against the express wishes of a student.

11. If a student of JECC is not competent to give consent, the interests of the student shall be paramount.

12. In working with families, the rights of each family member should be safeguarded. JECC has the responsibility to discuss the contents of the record with the parent and/or child, as appropriate, and to keep separate those parts, which should remain the property of each family member.

13. When working in groups, the rights of individual group members should be safeguarded. JECC has a responsibility to discuss the need for each member to respect the confidentiality of each member of the group.

14. When using a computer to store confidential information, JECC will take measures to control access to such information. When such information has outlived its usefulness, it should be deleted from the system.

15. A record for each person receiving services shall be diligently maintained by the program director in accordance with HIPPA (when using insurance) or FERPA. Each record shall include but not be limited to information pertaining to the determination of eligibility for services and the individualized plan. The records shall not be public. All records shall be confidential and disclosure of information and these records in any manner shall be permitted only:

1. To the applicant or person receiving services, to the parents of a minor, such person's legal guardian, and to any authorized representative.
2. To qualified professional personnel to the extent necessary for the acquisition, provision, oversight, or referral of services and supports.
3. To make claims for aid, insurance, or medical assistance.
4. To access services.
5. For the purposes of evaluation statistic, or research when identifying information regarding individual person or family is not disclosed. Identifying information includes but is not limited to: name, address, telephone number, social security number, Medicaid number, household number and photograph.
6. To the court.
7. To the court appointed representative designated as the protection and advocacy system for Colorado.

## **COMMUNICATION BETWEEN PARENTS AND STAFF**

### **POLICY**

Each parent will receive some form of daily communication for example digital newsletter

highlights, back and forth book, or in person communication.

If there is something specific you would like information about, please do not hesitate to contact the teacher of your child.

Any parent can request a meeting at any time regarding student progress or concerns by contacting the teacher or program director.

### **PARENT OBSERVATION AT JECC**

Please read and follow these guidelines for observations at JECC:

- Observations must be made 24 hours in advance.
- Please sign in at the front desk and obtain a visitor's badge. Your badge must be worn and visible at all times while at JECC. Sign out when you have completed your observation.
- Feel free to bring a paper and pen with you to the observation, as you'll likely want to jot down notes.
- Be unobtrusive. Please find a spot that doesn't infringe on the children's space. Communication between parents and teachers, parents and therapists, and parents and students distracts from the objective nature of an observation and can disrupt academic instruction.
- If you are with a small group or another person, please consciously separate and space yourselves. Do not talk to other visitors when in the classroom.
- It is also highly recommended for a parent to do their best to stay out of the student's line of sight (this can be hard to do in our small school, but utilizing doorways and observation windows are the best areas). This is more important for some students than others, but should be maintained as best as possible to aid the teacher in maintaining instructional control, to eliminate confusion (many students can associate a parent in the school with departing from the school day), and to respect the daily routine of other students in the classroom.
- Please remember that you may be asked to leave an area by a teacher out of respect for other students and situations that may arise.
- Lastly, please remember our policies of confidentiality and respect of other students in their programming, home lives, behaviors, etc. Every student is an individual at this school and each individual has very different needs.
- We welcome comments, suggestions, feedback, and constructive criticism following observations! These observations are meant to aid in parent/teacher collaboration. Consistent communication about your observation experience truly strengthens our teaching and your child's programming – we just ask that this communication occurs following the observation (in a scheduled meeting, email correspondence, over the phone, after school, before school, etc).

## PARENT AND GUARDIAN COLLABORATION CONTRACT

We believe that parent/guardian support and collaboration are crucial to the success of any child. Not only do parents and guardians know their child better than anyone else, they have an investment in their child that produces amazing growth when applied. Staff at JECC work very hard to help your child grow in mind, body, and spirit. Together, we create a program for your child that is unique, thoughtful, and full of care. We know that you are the cornerstone of your child's success, and so we ask that you support us, to the best of your ability, in helping your child. The following are parent responsibilities we expect at JECC:

### Parent Responsibilities:

1. Attendance and Punctuality- All of our students thrive on consistency. Please be timely in your drop off and pick ups daily.
2. Volunteering at JECC
  - a. We ask each parent to sign up for at least one volunteer opportunity a year.
3. Good faith agreements around your child's learning experience
  - a. One or both parents will attend each conference meeting
  - b. Parents will follow through with recommendations for home
4. Communication with staff and parents.
  - a. Communication is a high priority for our center. Please commit to communicating openly and honestly with our staff in a kind and professional manner. Remember that pick up and drop off are times for only brief conversation and more lengthy conversations should be scheduled with the teacher or director, a phone call can be requested, or sending an email is also appropriate in some circumstances.
5. Student health
  - a. Nutrition is a critical element in preparing children to be their best. Parents will provide reasonably nutritious meals and snacks for their child. If you need information on nutrition please ask your child's teacher or the program director.
6. Payment for services
  - a. Payment for services must be paid in a timely manner and if using insurance (**Joshua Early Intervention only**) all insurance information must be communicated promptly and in writing.
  - b. Payments must be made in accordance with individual contract schedules.

## INCLEMENT WEATHER POLICY

### POLICY

In the event of inclement or excessively hot weather the procedures below will be followed.

### PROCEDURE

**Inclement Weather:** In the event of inclement weather, please watch any major news channel and follow the directions for Littleton Public Schools, Cherry Creek Public Schools, or Douglas County Public Schools. JECC follows these counties or schools for school **closures** only. There is no late start at JECC. If any of these counties or schools are on a delayed start and NOT closed JECC will be open normal hours of operation.

**Excessively Hot Weather:** In the event of excessively hot weather, many precautions will be taken to provide protection of the students. These precautions include extra shade will be provided, children will be encouraged to drink water or other cool liquids, sunscreen will be applied, and children may be encouraged to play inside.

## ILLNESS AND INJURY POLICY

### POLICY

Due to the small population at JECC illnesses can be spread very quickly. Please follow the following procedures to keep everyone healthy! When accidents, injuries, or illnesses occur, the director or responsible adult in charge will notify the parent or guardian of the child and if necessary call the physician or medical facility instructed in writing by the parent or guardian.

When children have been diagnosed with a communicable illness such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella, the center will immediately notify the local health department or the State Department of Public Health and Environment, all staff members, and all parents and guardians of children in care. Children's confidentiality will be maintained.

### PROCEDURE

- If your child wakes up with a fever, vomiting, diarrhea, excessive runny nose or a continuous cough or sore throat, please keep your child home for the day so that the symptoms can be treated.
- If your child begins to run a fever, have diarrhea, excessive runny nose or a continuous cough or sore throat that is interfering with your child's learning you will be contacted to come pick up your child as soon as possible and keep them home for a minimum of 24 hours.
- Children too ill to remain in the class will be comfortably cared for and supervised until they can be taken home or suitably cared for elsewhere.

## MEDICATION ADMINISTRATION

### POLICY

Prescription and non-prescription medications for eyes or ears, all oral medications, topical medications, inhaled medications, and certain emergency injections can be administered only with the written order of a person with a prescriptive authority and with written parental consent and as approved by our school nurse. Centers may administer medication for chronic health conditions or emergency situations, again with a prescription and as approved by our school nurse. Students will be given medications only by staff persons that are certified in medication administration and have current first aid and universal precautions training.

It is the recommendation of JECC that parents/guardians reveal changes in medication, physical health, or other significant medically related developments to JECC staff. This knowledge helps create a level of understanding needed to maintain a comprehensive and individualized program for each student.

### PROCEDURE

At least one (1) staff person per classroom will be certified to administer medication.

Over-the-counter and prescribed medications will be given at prescribed times to the appropriate students. All medications including over-the-counter and prescribed, must be accompanied by a practitioner's prescription/statement and parent permission in order to be administered.

Medications must be in the original container. Medications will be stored in locked storage areas under the proper conditions of temperature, light and with regard for safety.

Parents/guardians must give written consent for school staff to administer medications.

Records of medications administered will be kept in the medication log book and will include the student's name, dose, date, and staff initials as well as the doctor's prescription/statement and parent permission for each medication.

Authorization and consent forms must be reauthorized on an annual basis. Any changes to the original medication authorization require a new written order by the prescribing practitioner.

Medications that are labeled incorrectly, expired, or illegible shall be disposed of in a safe manner and a record of them shall be maintained.

## HEALTH POLICIES AND PROCEDURES

### Prevention Strategies:

JECC has established the following guidelines to help prevent the incidence and spread of illness and infection at the center.

1. All staff have been trained in appropriate hand washing technique. Washing hands before and after diaper changes, food preparation, upon entering the classroom, and any time the hands are soiled.
2. All staff are trained in Universal Precautions, which includes the use of gloves and protective equipment to avoid contact with potentially harmful exposure to body fluids (blood, stool, urine, respiratory secretions, etc.)
3. The generous use of disinfectant solution, as required by the health department, on all potentially contaminated surfaces (diaper changing tables, table top surfaces, food preparation areas, toilets, cots, cribs, toys, etc.)
4. The appropriate handling, preparation and serving of food as regulated by TriCounty Health.
5. Appropriate maintenance of toys and other playthings.
  - a. Daily cleaning of toys including soaking in a disinfectant solution for 20 minutes, rinsing and air drying overnight.
  - b. Laundering linens and washable items on a no less than weekly basis. Changing and laundering of soiled linens in a timely fashion.
  - c. Use of disinfectant spray on toys or equipment that cannot be laundered on a daily basis.
6. Appropriate use and storage of potentially harmful substances.
  - a. Medications must be provided by the parent, in the original container, labeled with the child's name, and stored in a locked cabinet.
  - b. All poisonous substances are kept out of the reach of children and/or in a locked cabinet. The Rocky Mountain Poison Center phone number (800-222-1222) is listed in each classroom.



7. JECC is a strictly NUT FREE zone. This is true for any and all forms of peanuts and nuts.

8. Health and Immunization Requirements:

JECC maintains updated health information on every child in the center.

Colorado state child care regulations require that a health care form and immunization record, signed by a licensed doctor, nurse practitioner, or physician's assistant, must be submitted to the center within 30 days of initial enrollment. Child health records should include names of individuals authorized by the family to have access to health information about the child.

Failure to provide updated health and immunization information or immunization form can result in suspension from JECC until the forms are returned. Parents are notified when updated forms are needed.

9. Children with special health care needs will be identified as early as possible and each child will have an Individualized Healthcare Plan created outlining any special accommodations.

## **FOOD AND NUTRITION**

### **POLICY**

Parents/Guardians will provide school snacks and meals that meet the nutritional needs of the students. JECC will have nutritional snacks to supplement students meals that do not appear to meet at least 1/3 of the child's daily nutritional needs.

The Preschool Program is a nut free environment and this is strictly enforced. If your child is sent with a nut product to eat, it will be returned home and your child will be offered another food.

### **PROCEDURE**

All meals will be provided by parents/guardians while students are attending JECC. Meals should be sent with an ice pack and cannot be microwaved. Hot meal delivery is being looked into at the charge of the parents.

Staff members will sit with students and encourage them to try a variety of food served. During meals, children will be encouraged to engage in conversation and to express their independence.

## **DIAPERING AND TOILETING POLICY**

Toilet rooms for students are separate from rooms used for other purposes and are located on the same floor as the classrooms.

Changing of diapers or pull-ups will be completed on an as needed basis.

Pull-ups or diapers for each individual student will be provided by the student's parents or guardians.

Toilet training will be attempted for students when appropriate and when requested by parents.

## **PERSONAL BELONGINGS AND MONEY**

### **POLICY AND PROCEDURE**

Children at JECC are allowed to bring to personal belongings such as a favorite blanket, toy, or food item with permission from the child's teacher and/or program director. All items must be approved before being sent in with the student and any items approved must come labeled.

In addition, children at JECC are allowed to bring money to school on special occasions and must be approved by the student's teacher or Early Intervention and Preschool Director. The money should be given to the student's teacher in an envelope or plastic baggie with the student's name and amount of money included written on the envelope or baggie.

## **EMERGENCY RESPONSE POLICY**

### **POLICY**

In the event of a tornado or fire the below procedures will be followed. Every building and structure will have sufficient exits to permit the prompt escape or protection of occupants in case of fire, tornado, or other emergency. Additional safeguards will be provided for life safety in case of any single safeguard is ineffective due to some human or mechanical failure.

### **PROCEDURE**

Fire emergency: Each staff member of JECC will be trained in fire safety. Fire drills will be held once per month and will be consistent with local fire department procedures. A record of fire drills will be kept.

Tornado emergency: A location in the building, to be determined with the help of the local fire department, will be designated for protection during tornados. The location will on the lowest level of the building, in the center of the building, and away from windows or glass.

*See attached emergency action plan and emergencies procedures.*

## **ATTENDANCE RECORD KEEPING**

The appointed lead teacher in each center classroom keeps track of attendance daily. The parents will sign the child in and out each day using a paper/pen system or digital system.

## **PROCEDURE FOR IDENTIFYING CHILDREN AT ALL TIMES**

### **POLICY**

JECC staff members responsible for students will identify and count students at various times throughout the day.

### **PROCEDURE**

At every major transition, the staff member leading the class will complete a head count and identify each student. Head count times will include but are not limited to transition to the bathroom, recess, lunch, group, etc.

## **POLICY FOR LOST CHILD**

### **POLICY**

JECC staff are responsible for maintaining the whereabouts of students at all times.

### **PROCEDURE**

If a child's whereabouts are unknown the premise will be searched immediately. If the child is not found "lost child" goes into effect. The police, guardians, and program director should be notified immediately. The staff of JECC should continue to search for the child, and follow the police department's directions once they arrive.

### **POLICY FOR UNAUTHORIZED PICKUP**

If a person attempting to pick up the child is not on the approved pick up list the following actions will be taken and the child will remain under the care of JECC staff:

The guardian will be called.

If reached the Guardian can give verbal consent for a one time pick up and then fill out a form for that person to pick up in the future.

If the guardian is not reached a voicemail will be left to return the call immediately and the child will remain under the care of JECC staff.

### **POLICY FOR CLOSING THE CENTER AT THE END OF THE DAY**

The children are all signed out at the end of the day by the approved person picking them up. When the last child leaves the staff will review the sign out sheet to make sure all students have been picked up and signed out.

If a child has not been picked up their guardian will be called immediately and the child will remain under the care of JECC staff until they are picked up.

## TRANSPORTATION AND VEHICLES

### POLICY

JECC will only use vehicles licensed in accordance with Colorado law when transporting students. The JECC is responsible for any student it transports.

JECC will obtain written permission from parents or guardians for any transportation of their child during child care hours.

The staff to student ratio will meet the childcare staff ratio at all times including when transporting.

No students will be allowed to ride in the front seat of a vehicle.

Proper booster seats or carseats will be utilized according to the child's height and age.

All staff must have a valid driver's license on file.

### PROCEDURE

The following details will pertain to all school vehicles:

- Vehicles will be enclosed and have door locks.
- All seats will have an individual seatbelt and face forward.
- No pick-ups will be used for student transportation.
- All vehicles will be equipped with a first aid kit.

The following details will pertain to all times of transportation:

- Only the number of riders permitted by the vehicles will be permitted in the vehicles.
- All riders (students and staff) will wear a seatbelt at all times while the vehicle is in motion. It is the driver's responsibility to ensure all passengers' seat belts are fastened prior to driving.
- An adult will accompany each child to and from the vehicle.

The following details will pertain to all staff driving private/company vehicles:

- All staff transporting students will hold a valid Colorado driver's license.
- Staff will be certified in CPR and First Aid.
- Staff/Student ratios will pertain to times in vehicles as well as in classrooms.

### Insurance

JECC will have up to date insurance for staff and students whether in staff owned vehicles or Joshua School owned vehicles. Staff driving their own vehicles must have valid insurance and a valid driver's license.

### Vehicle Maintenance

The Joshua Facilities Manager Oversees all vehicle maintenance and records of the

maintenance. The Facilities Manager oversees all vehicles are in complete working condition at all times. If a vehicle requires maintenance, students are not transported in the vehicle until the maintenance is completed.

Staff members using their own personal vehicles complete a vehicle condition self inspection checklist twice annually and return to the Office Manager. If any of the items are not in working order, staff will not transport students in their vehicle until the items are restored. Staff use of staff vehicles is voluntary, and if they have concerns regarding their vehicle at any time, they are instructed to not use it for student transportation.

#### Emergency Vehicle Procedures

If a staff member is in a vehicle accident in their own vehicle or a JECC vehicle the following action should be taken:

- Check immediately for any staff or student injuries and call 911 for any injury more than a minor scrape or bump.
- Assess the scene for safety and move students and staff if necessary.
- Administer any CPR/First Aid necessary after calling 911.
- Once medical professionals reach the scene follow all instructions and provide them with any information necessary regarding the students and staff.
- Once appropriate, call the guardians of the students and the program director. The program director can call the staff members emergency contacts listed in their staff files.
- HR personnel will be informed by the Program Director for insurance and workman's comp.
- CDPHE ONLY- the CCB shall be notified within 24 hours.
- An incident report will be completed within 24 hours.
- In the case of a minor accident, if any visible damage is done, a staff member should call the police to the scene for purposes of a police report.
- Call the front office to inform them and the Office Manager will dispatch another vehicle to the scene to get the children and staff.
- Call the students guardians immediately and fill out an incident report within 24 hours.

## **COMMUNITY OUTINGS**

### **POLICY**

JECC Preschool Program will take students on routine community outings. Activities and locations will be posted at the school.

JECC will obtain the parent or guardian's written permission for the child to participate in the activity at the specific location and day.

Staff will maintain a current list of the following student information:

- Name, address, and phone number of the student's physician or other appropriate health care professional.
- Written authorization from the parent or guardian for emergency medical care.

Appropriate student to staff ratios will be maintained at all times at JECC, including on all community outings.

Qualified staff will be responsible for community outings and will be present during community outings. Responsible staff will be required to train other staff members, assign duties to staff members, assure that all staff members supervising the activity are actively participating in the supervision of children, assure that all necessary equipment is present and no environmental hazards are present.

If a student arrives late to JECC and the student's class/group has left the building, the student's parents are responsible for transporting the student to the community outing location.

## **TELEVISION VIEWING**

### **POLICY**

Television viewing, including videos, should not be permitted without the approval of a child's parents.

There will not be any regularly scheduled television viewing. On special occasions, parent permission will be requested for viewing videos.

## **VISITING JECC**

### **POLICY**

Individuals visiting JECC must fill out the sign-in/sign-out including visitor name, address, and purpose of the visit.

### **PROCEDURE**

Upon entering the building, visitors will be prompted by office administration to fill out the sign-in/sign-out sheet.

Visitors will also be asked to provide at least one piece of identification to be inspected, such as a driver's license.

Visitors will be issued a visitor badge and number. Visitors will be required to return the badge when leaving JECC.

## **OBSERVING AT JECC**

### **POLICY**

Observations must be requested to the program director with a minimum of 24 hour notice.

Any persons observing a student or classroom at JECC must sign a confidentiality form before doing so.

### **PROCEDURE**

Upon entering the building, visitors will be prompted by office administration to read and sign our confidentiality form.

See parent observation section for parent specific observations.

## **QUARTERLY PARENT/GUARDIAN CONFERENCES**

Quarterly conferences will be held every three months at JECC. Parents will be invited to each conference. **JOSHUA EARLY INTERVENTION POLICY**

Each student enrolled in treatment in the Joshua Early Intervention Program will have an Individualized Treatment Plan. An ITP will be developed after educational assessment and in consultation with the student's parents or guardians and other providers. Progress will be monitored on a daily basis and will be reported to parents at least quarterly. IEP's will be renewed annually.

Other ITP team members, such as speech therapists and occupational therapists, or any other private providers will be invited at the parent's request. Information regarding the student's progress on ITP goals, graphs, quarterly curriculum assessment results and videos will be



presented and discussed at each conference.

## PROCEDURE

### **FILING A COMPLAINT**

## PROCEDURE

To file a complaint about JECC

Write to:

The Colorado Department of Human Services  
Division of Child Care  
1575 Sherman Street  
Denver, CO 80203-1714

Or call 303-866-5958 or 800-799-5876

## ABUSE AND NEGLECT

### POLICY

Psychological/mental, sexual, verbal, and physical abuse and/or neglect or exploitation of any individual who receives services from JECC will not be tolerated. All staff at JECC are mandated to report any suspicions of abuse or neglect to the local county department of social services – Arapahoe County Social Services (303) 636-1750.

### PURPOSE

The purpose of this policy is to protect individuals receiving services at JECC from abuse, neglect and exploitation and to provide for necessary investigative procedures to be used when allegations of abuse, neglect or exploitations are received.

### DEFINITION

**Physical Abuse** - includes any intentional action by an employee, contract personnel, volunteer or person receiving services (or provocation of another person to act; such as striking, twisting body parts, unreasonable use of force in pulling, pushing or inflicting physical injury on a person receiving services from JECC).

**Sexual Abuse** – includes sexual assault, rape, fondling, sexual exploitation or any sexual interaction between any person receiving services, employee, contract personnel or volunteer and a person receiving services from JECC.

**Verbal and Mental Abuse** – includes any action or language by an employee, contract personnel, volunteer or person receiving services which degrades or threatens or creates mental anguish for a person receiving services from JECC.

**Denial of Care or Treatment** – includes denial of meals, medication, habilitation, or necessities that contribute to an unhealthy environment.

**Neglect** – includes an act or omission or any act by an employee which denies a person receiving services the standard of care and treatment required by law, policy and procedures, guidelines, written directives, common sense, and /or Individual Habilitation Plan. This also includes an act or omission of an act that contributes to physical injury of a person or places that person at risk or physical injury or denies the right to habilitation in a safe and humane environment. Failure to report any suspected abuse/neglect of a person as defined in this policy constitutes neglect.

**Serious Physical Injury** – is an injury which requires medical attention and could cause impairment of any bodily function which is determined to have caused or could have caused death. It is any other injury that can reasonably construed as serious by the person reporting the alleged and/or neglect.

**Exploitation** – is defined as depriving an individual of food, money, property or valuable items which many have been stolen or converted to the use of another person by force, by misrepresentation of taking advantage of the individual's trust. This may

also include destruction of individual's belongings or home through violent acts.

## **ABUSE AND NEGLECT CONTINUED**

### **PROCEDURES**

#### **A. Reporting of Incidents:**

1. All employees, contract personnel and volunteers of JECC are responsible for the immediate reporting of any allegations or observations of possible abuse, neglect and/or exploitation as defined in this policy. Failure to do so will result in disciplinary action against the employee, contract personnel and volunteers who had knowledge of an incident and failed to make such a report. Persons receiving services will be given instructions as to who to talk with if something happens to them which they feel is harmful or that they think is dangerous to them or others.

2. A. Allegations of abuse and/or neglect are to be reported as soon as possible, but no later than fourteen (14) hours after receiving the allegations or observing the incident. These reports are to be made directly to the program director, who will notify the executive director as soon as possible.

B. Acts of abuse, neglect and or exploitation that are believed to have occurred outside JECC are to be reported to the program director.

C. When making the report, the individual is expected to provide as much information as possible in order to facilitate the investigation. When, how, dates, times, places, names of involved parties and other information shall be included in reports. If additional information becomes available after the initial report is made, the reporting party will provide this information in writing to the program director as soon as possible. After making the report, the reporting person will not involve themselves further in the situation until additional instructions have been received from the program director. This includes refraining from discussing the incident with others, including the person receiving services who is involved.

3. Upon receipt of the report, the program director will notify the following individuals:

A. JECC Executive Director

B. Community Center Board (C.C.C.)/Human Rights Committee Liaison (H.R.C. Liaison) (PASA children only)

4. Upon receipt of the report from the program director, the executive director will notify the appropriate persons to perform the internal investigation.

5. JECC is responsible for notifying the parent(s) or guardian(s) of the client. Parents or other interested parties or person receiving services that have no court appointed guardian will be notified only with the consent of the person receiving services.

## **ABUSE AND NEGLECT CONTINUED**

### **B. Investigation:**

1. It will be the responsibility of JECC to inform social services immediately who will complete the investigation. JECC will complete their own internal investigation in addition.

2. Minimally, the following activities will be required to satisfy the need for a thorough investigation:

A. Interview of the alleged victim or, if she/he is unable to speak for her/himself, the individuals most likely to be knowledgeable of the person and her/his behavioral responses;

B. Interview the person alleged to have abused, neglected and/or exploited the alleged victim;

C. Interview any witnesses to the event, including other staff, who may have knowledge of patterns of interactions and historical information concerning the relationship between the alleged victim and the alleged perpetrator;

D. Write a report of all interviews; and

E. Send written report to the Human Rights Committee Liaison.

### **Mistreatment, Abuse, Neglect and Exploitation (MANE) (CDPHE ONLY- CCR 503-1 Section 16.580 and CRS 27-10.5-115)**

Abuse, mistreatment, neglect or exploitation of any person receiving services is prohibited. As defined in CCR 503-1 Section 16.20, MANE includes but is not limited to:

- Mistreatment which the act or omission, which threatens the health, safety or welfare of a person.
- Physical abuse which is the infliction of physical pain, injury, or the imposition of unreasonable confinement or restraint on a person. This includes permitting of self-abuse or directing a person to physically abuse another person receiving services.
- Sexual abuse which includes subjecting a person to nonconsensual sexual conduct

or

contact classified as a crime under the Colorado Criminal Code, Title 18 C.R.S.

This includes sexual assault, rape, fondling or sexual exploitation.

- Mental or psychological abuse which includes verbal or nonverbal acts which creates, is intended to create, or could be expected to create mental anguish for a person. Discriminatory remarks, belittlement, derogatory name calling, teasing,

and unreasonable exclusion from conversations or activities are examples of mental or psychological abuse.

- Neglect which is the act or failure by the caregiver to provide adequate food, clothing, shelter, psychological care, physical care, medical care, or supervision.
- Exploitation which includes but is not limited to the illegal or improper action affecting a person's financial resources or other personal property for profit or advantage.

To provide a mechanism for monitoring to detect instances of MANE, the Director or his/her designee of JECC shall review at minimum, the following:

- Incident reports;
- Verbal and written reports of unusual or dramatic changes in behavior(s) of persons services; and,
- Verbal and written reports from persons receiving services, advocates, families, guardians, and friends of persons receiving services.

All allegations of MANE by staff shall be thoroughly investigated in a timely manner and include the following procedures;

- Staff will immediately write an incident report according to JECC policies and procedures and contact JECC Director or his/her designee.
- JECC will report allegations within 24 hours to the parent of a minor, guardian, authorized representative, and Community Centered Board.
- The Community Centered Board's Human Rights Committee will conduct the review and investigation of all allegation.
- JECC shall maintain a written administrative record of all investigations

including:

- The incident report and preliminary results of the investigation;
- A summary of the investigative procedures used;
- The full investigative findings;
- The actions taken; and,
- The Human Rights Committee review of the investigative report and the action taken on recommendations made by the committee.
- Prompt action to protect the safety of the person receiving services will be provided if determined necessary and appropriate by JECC and the Community Centered Board pending the outcome of the investigation. These actions may include, but are not limited to, providing necessary victim supports, removing the person from his/her residential and/or day services setting and removing or replacing staff.
- JECC shall ensure that appropriate actions are taken when an allegation against a staff member is substantiated, and that the results of the investigation are recorded, with the staff's knowledge in the staff's personnel file. Appropriate disciplinary actions up to and including termination, and appropriate legal recourse will be taken against staff who have engaged in MANE.
  - If warranted, JECC will contact other appropriate authorities including the police, Adult Protective Services and Child Protective Services.

Upon hiring, all employees or contractors will be provided with training of applicable state law and JECC policies and procedures related to MANE.

In accordance with CCR 503-1 Section 16.580, D, no individual shall be coerced,

intimidated or retaliated against because such individual, in good faith, makes a report of suspected abuse, mistreatment, neglect or exploitation or assists or participates in any manner in an investigation of such allegations.

## **WITHDRAWAL OF SERVICES**

### **POLICY**

Either party may terminate the signed contract with 30 days written notice for any reason, upon mutual agreement, or when the child is discharged from the program.

JECC uses preventative measures to avoid expulsion, suspension, and request to withdraw services:

- Consistent communication with families and communication systems/expectations set from admission.
- Written or in person documented warning systems for failure to pay tuition, attendance issues, or inability to meet a child's needs at the center.

## **DISPUTE RESOLUTION**

**CDPHE ONLY (Section 25.5-10-212 C.R.S. and 10 C.C.R. 2505-10 Section 8.605.2)**

A dispute resolution process will be followed in the event that there is a disagreement between the person receiving /applying for services and JECC for the following situations:

- The applicant is not eligible for services and supports
- Services or supports set forth in the Treatment Plan are modified, reduced, or denied
- Services or supports are terminated
- The individual receiving services is no longer eligible for services or supports

JECC will provide an oral and written explanation of the person's rights and dispute resolution to be understood by the guardians of the person(s) receiving services, or applicants for services (guardians and/or authorized representative). Explanation of rights and procedures shall be provided at the time of the application, at the time the Treatment Plan/IP is developed, and upon the request of the above named persons. Notice of the proposed action pertaining to the eligibility, modification, or termination of services as defined in CCR 16.120 shall be provided in writing at least 30 days prior to the effective date of action to the individual receiving services and all applicable parties. Intended action pertaining to the eligibility, modification, or termination of services, shall not occur until after reasonable notice has been provided to the individual's family receiving services and all applicable parties along with an opportunity to utilize the dispute resolution process except in emergency situations as determined by the Department (CRS 27-10.5.107). The family receiving/applying for services and all applicable parties shall submit, in writing, any dispute of such action(s) mentioned above to the Executive Director of JECC at least 5 days

prior to start of action. No individual shall be coerced intimidated, threatened or retaliated against because such individual has exercised his or her right to file a complaint or has participated in the dispute resolution process. Participation in the dispute resolution procedure shall not prejudice the future services to the individual in need of/or receiving services. JECC shall provide the opportunity for resolution of any dispute through the following process:

**Informal Negotiation:**

- ❖ Resolution may occur through an informal negotiation which may be waived only by mutual consent.
- ❖ Informal negotiation shall include the scheduling of a meeting of all parties or their representatives within 15 days of the receipt of the complaint. Mediation can be considered as one means to informal negotiation if both parties voluntarily agree to this process.
- ❖ If informal negotiation has been attempted or mutually waived, either party may request that the dispute resolution proceed and formal negotiations shall be initiated. The Executive Director of JECC or designated impartial decision maker will review, dispute, render a decision and submit it in writing to all parties involved within 5 business days of the submission of all relevant information.

**Formal Negotiation**

- ❖ The formal negotiations procedures of JECC shall, at minimum, provide for:
  - the opportunity to present information and evidence to an impartial decision maker.
  - the opportunity to respond or to question the opposing position.
  - the recording of the proceeding by electronic device or reporter.
  - the timely notification of the meeting (at least 10 days prior) to all parties unless waived by the objecting parties.
  - the objecting party's right to representation by counsel, authorized representative, or another individual if desired.
- ❖ The Executive Director of JECC or designated impartial decision maker will review dispute, render a decision and submit in writing to all parties involved within 15 business days of the submission of all relevant information.
- ❖ If the objecting party disagrees with the Executive Director of JECC or designated impartial decision maker's decision notification, the objecting party may request the Executive Director of the Department of Human Services or a designee to review the decision.

**REVIEW BY THE DEPARTMENT OF HUMAN SERVICES**

- ❖ The request to the Executive Director of the Department of Human Services to review the decision of the dispute resolution process shall be submitted to the Department within 15 working days from which the decision was postmarked.
- ❖ All information or evidence which is deemed relevant to a thorough review of the case shall be included in the request.

- ❖ Community Centered Board, regional center or the program approved service agency or other party shall be afforded the opportunity to respond within 15 working days.
- ❖ The Department shall have the right to additional information or to request an oral argument or hearing if deemed necessary.
- ❖ The Department shall review the dispute and render a decision within 10 working days of the submission of all relevant information.
- ❖ Documentation of each dispute proceeding and its resolution will be kept in JECC 's records and made available upon request to appropriate and approved persons.
- ❖ Individuals receiving such services or supports shall not be terminated during the resolution process.
- ❖ This is the final step in the resolution process. The decision of the Department shall constitute final agency action on the dispute.

## **GRIEVANCE/COMPLAINT PROCESS**

### **(CDPHE ONLY- 10 C.C.R. 2505-10 Section 8.605.5)**

The grievance procedure shall be used when a complaint does not meet the requirements for Dispute Resolution and shall be provided, orally and in writing, to all persons receiving services, the parents of a minor, guardian and/or authorized representative, at the time of admission and at any time that changes of the procedure occur. Use of the grievance procedure shall not be prejudice the future provision of appropriate services or supports. The Executive Director of JECC will assist in the submission of the grievance. If the client filing the grievance needs support to do so, a staff member will be appointed to advocate for that client and assist them with expressing their grievance. The grievance procedure shall include the following:

- ❖ The person receiving services and all applicable parties shall submit in writing and grievance/complaint to the Executive Director of JECC . If the person requires assistance to file their complaint/grievance, someone will be appointed.
- ❖ An opportunity for appropriate parties to meet to find a mutually acceptable solution. This can include the use of the mediation if both parties mutually agree to this process.
- ❖ The Executive Director of JECC or designated impartial decision maker will review complaint, render a decision and submit in writing to all parties involved within five business days of the submission of all relevant information.
- ❖ No individual shall be coerced, intimidated, threatened or retaliated against because such individual has exercised his or her right to file a grievance or has participated in the grievance process.

## **RIGHTS OF PERSONS RECEIVING SERVICES**

### **INDIVIDUAL RIGHTS**

#### **(CDPHE ONLY- CCR 503-1 Section 16.312 and C.R.S. 27-10.5-112 (3))**

Unless a person's rights are modified by court order, a person with a developmental disability shall have the same legal rights and responsibilities guaranteed to all other



individuals under the federal and state constitutions and federal and state laws. No otherwise qualified person, by reason of having a developmental disability, shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity which receives public funds.

The receipt of services and supports pursuant to this policy shall not operate to deprive any person of any other rights, benefits, or privileges to cause the person to be declared legally incompetent.

No person receiving services, his/her family members, guardian or authorized representatives, may be retaliated against in their receipt of services or supports or otherwise as a result of attempts to advocate on their own behalf.

None of the rights listed shall be construed to interfere with the rights and privileges of parents regarding their minor child.

An organized program of employee orientation and training including, but not limited to the rights of persons receiving services will be accessed through area Community Centered Boards (CDPHE ONLY), JECC and person(s) having appropriate professional experience and knowledge of the area of training and regulatory requirements, as applicable.

### **SUSPENSION OF RIGHTS (CDPHE ONLY- CR 503-1 SECTION 16.312 AND CRS 27.10.5-112 (3))**

The rights of any person receiving services may be suspended to protect the person receiving services from endangering such person, others, or property. Such rights may be suspended only by the developmental disabilities professional with subsequent review of the interdisciplinary team and the Human Rights Committee which will promote the least restriction on the person's rights. In the case of a minor, the guardian(s) or appropriate party must approve suspension of any rights which may pertain to the minor.

The rights to be affected shall be specifically explained orally and in writing to be understood and used by persons receiving services, applicants for services or parents of a minor or guardians and/or authorized representative. Written notification of suspension under consideration will be hand delivered to, or sent by first class mail, and will contain information regarding:

- the proposed suspension
- the reason or reasons for that action

The proposed suspension will be reviewed by the individual's interdisciplinary team and, if suspended will be documented in the Individualized Plan. The person's Individualized Plan will include a statement of services and supports required and plans for the implementation of proposed services and supports in order to assist the person to the point of that suspension of right is no longer needed.

When a right has been suspended, ongoing interdisciplinary team review will be provided at a frequency decided by the team, but not less than every six months. Such review shall

include reason for suspension, current circumstances, success or failure of programmatic intervention, and the need for continued suspension or modification. Restoration of affected rights shall occur as soon as circumstances justify.

When a right has been suspended, such action shall be referred to the Human Rights Committee for review and recommendation. Persons affected, guardian or appropriate representative after given reasonable notice of meeting will have the opportunity to present relevant information to the Human Rights Committee.

### **RIGHT TO INDIVIDUALIZED PLAN (TX PLAN) INDIVIDUALIZED FAMILY SERVICE PLAN (IFSP)**

Each person receiving services shall have an ITP and IFSP, or a similar plan specified by the department that qualifies as an individualized plan that is developed by the person's interdisciplinary team.

The ITP for each person who receives services or supports shall be reviewed at least annually and modified as necessary or appropriate. A review shall consist of, but is not limited to, the determination by the interdisciplinary team as to whether the needs of the person receiving services or supports are accurately reflected in the plan, whether the services and supports provided pursuant to the plan are appropriate to meet the person's need, and what actions are necessary for the plan to be achieved.

### **RIGHT TO MEDICAL CARE AND TREATMENT**

Each person receiving services shall have access to appropriate dental and medical care and treatment for any physical ailments and for the prevention of any illness or disability.

Medication shall not be used for the convenience of staff, for punishment, as a substitute for a treatment program, or in quantities that interfere with the treatment program of the person receiving services.

If applicable, only appropriately trained staff shall be allowed to administer drugs and by staff medication certified through a qualified agency. The Executive Director of JECC has the power to direct the administration or monitoring of medications to persons being cared for and treated in centers for the developmentally disabled.

No person receiving services shall be subjected to any experimental research or hazardous treatment procedures without the consent of such person and if said person implicitly or

expressly objects to such procedure if the person is over eighteen years of age and is able to give such consent, or the person's parent, if the person is under eighteen years of age, or of the person's legal guardian. Such consent may be given only after consultation with the interdisciplinary team and a developmental disabilities professional not affiliated with the agency in which the person receives services.

## **HEALTH CARE AND MEDICATION ADMINISTRATION**

The center has the right to refuse to admit a child if a statement from a health care professional has not been received.

### **POLICY**

Students will be given prescribed medications by staff persons that are certified in medication administration.

It is the recommendation of JECC that parents/guardians reveal changes in medication, physical health, or other significant medically related developments to JECC staff. This knowledge helps create a level of understanding needed to maintain a comprehensive and individualized program for each student.

### **PROCEDURE**

Two (2) staff members per classroom will be certified by the State Health Department to administer medication.

Prescribed medications will be given at prescribed times to the appropriate students.

Medications must be in the original container. Medications will be stored in locked storage areas.

Parents/guardians must give written consent for school staff to administer medications.

Records of medications administered will be kept in the student's files and will include the student's name, dose, date, and staff initials.

## **CLIENT RIGHTS**

Guardians of the client or the clients themselves when appropriate, are provided a verbal summary and instructed where to access their rights in the parent/guardian handbook during their intake meeting, which takes place prior to the start of services.

## **RIGHT TO HUMANE CARE AND TREATMENT**

### **(CDPHE ONLY 27-10.5-115)**

As stated in 27-10.5-115, Corporal punishment is prohibited. Seclusion, defined as the placement of a person receiving services alone in a closed room for the purpose of

punishment is prohibited. "Time out" procedures, defined as a separation from other persons receiving services and group activities, may be used only under close and direct professional supervision, as defined by the department, and only as a technique in behavior-shaping programs. Behavior-shaping programs utilizing "time out" procedures shall be implemented only when it incorporates a positive approach designed to result in the acquisition of adaptive behaviors. This behavior program shall only be implemented following the completion of a comprehensive functional analysis, when alternative non restrictive procedures have been proven to be effective, and only with the informed consent of the individual, parents, or legal guardian. Behavior intervention programs shall be developed in conjunction with the Executive Director, and the interdisciplinary team, and implemented following review by the Human Rights Committee. Behavior intervention programs involving the use of "time out rooms" are prohibited.

As stated in C.R.S. 27-10.5-115 (8), physical restraint shall be used only when necessary to protect the person receiving services from injury to self or others and may not be employed as punishment, for the convenience of staff or as substitute for a program of services and supports. Please refer to section, The Use of Restraints, for further information.

As stated in C.R.S. 27-10.5-115 (9), mechanical restraint which is subject to special review and oversight shall only be used in an emergency if alternative techniques have failed. Please refer to section, The Use of Restraints, for further information.

A record shall be kept of all physical injuries to any person receiving services, all incidents of mistreatment, exploitation, neglect, or abuse, and uses of physical or mechanical restraint. All records shall be subject to review by the appropriate committees. The behavior intervention plan including the use of restraints will be included in the Individual Plan of the person receiving services.

### **RIGHT TO RELIGIOUS BELIEF, PRACTICE, AND WORSHIP (CDPHE ONLY- C.R.S. 27-10.5-116)**

No person receiving services shall be required to perform any act or be subject to any procedure whatsoever which is contrary to the person's religious belief, and each such person shall have the right to practice such religious belief and be given the opportunity for religious worship. Provision for religious worship shall be made upon request.

### **RIGHT TO COMMUNICATIONS AND VISITS**

**(CDPHE ONLY C.R.S. 27-10.5-117)**

Rights of person receiving services:

- To communicate freely and privately with others of the person's own choosing.
- To receive and send sealed, unopened correspondence and/or packages. Such

person's incoming or outgoing correspondence and/or packages shall not be opened, delayed, held, or censored by any person.

- To have reasonable access to telephones, both to make and to receive calls in privacy, and shall be afforded reasonable and frequent opportunities to meet with visitors and interact with persons of their choice.

### **RIGHT TO FAIR EMPLOYMENT PRACTICES (CDPHE ONLY C.R.S. 27-10.5-118)**

No person receiving services shall be required to perform labor; however such persons receiving services may voluntarily engage in such labor if the labor is compensated in accordance with applicable minimum wage laws. No person receiving services shall be involved in physical care, care and treatment, training, or supervision of other persons receiving services. Each person receiving services may perform vocational training tasks, subject to a presumption that an assignment longer than three months to any task is not a training task, if the specific task or any change in task assignment is an integral part of such person's individualized plan. If such person performs vocational training tasks for which JECC is receiving compensation from any outside source; the person shall be compensated in accordance with the applicable minimum wage laws. Each person receiving services may be required to perform tasks of a personal housekeeping nature or tasks oriented to improving community living skills in accordance with the person's individualized plan. Payment to persons receiving services shall not be collected by JECC to offset the costs of providing services and supports to such persons.

### **RIGHT TO VOTE (CDPHE ONLY- C.R.S. 27-10.5-119)**

Each person receiving services who is eligible to vote according to law has the right to vote in all primary and general elections. As necessary, JECC shall assist such persons to register to vote, to obtain applications for mail-in ballots and to obtain mail-in ballots, to comply with other requirements which are prerequisite to voting and to vote.

### **Right to Personal Property and Personal Needs Funds**

Each person receiving services has the right to personal possessions and personal needs funds. If JECC holds any of such person's personal effects, it shall be recorded in such persons record. If through the IP process, the needs of the person receiving services indicate that JECC should exercise influence or control concerning the use and handling of the individual's personal needs funds or personal possessions, the parents of a minor, guardian and/or authorized representative, may request JECC to assist such person as needed, with the handling of personal finances and possessions including accounting for all expenditures from the fund. Upon request, receipts of such person's expenditures shall be made available by JECC. The fund shall be held by JECC as a trustee for the person receiving services.

## **Right to Influence Policy**

The persons receiving services from JECC , the parents of a minor, guardian and/or authorized representative shall be entitled to establish a committee to hear the views and present the interests of all such persons served by JECC and to attempt to influence the policies of JECC , to the extent that they influence provision of services and supports.

## **Right to Notification**

Each person receiving services, the parents of a minor, guardian and/or authorized representative, shall have the right to read or have explained, in each person's or family's native language, any rules or regulations adopted by JECC and pertaining to such person's activities.

## ***The Use of Restraint***

***Physical restraint***, defined as the use of manual methods intended to restrict the movement or normal functioning of a portion of an individual's body through direct contact by staff, shall be used only when necessary to protect the person receiving services from injury to self or others. Physical restraint shall not be used as punishment, for the convenience of staff, or as a substitute for a program of services and supports. **Physical guidance or prompting techniques of short duration such as those employed in training techniques are not considered physical restraint.** Physical restraint shall be applied only if such restraint imposes the least discomfort for its purpose.

CDPHE ONLY- If physical restraint is used in an emergency or on a continuing basis, its use shall be reviewed by the Program Director , the interdisciplinary team and the Human Rights Committee in accordance with the rules and regulations of the Department.

***Mechanical restraint***, defined as the use of mechanical devices intended to restrict the movement or normal functioning of a portion of an individual's body, is subject to special review and oversight.

**JECC does not use mechanical restraints as a form of behavioral intervention. If medically necessary, JECC would only use Mechanical Restraint if prescribed by a doctor or legal document, and those individuals trained JECC staff members on its use.** As stated in CCR 503-1 Section 16.530 and C.R.S. 27-10.5-115 (8-9), Use of physical and mechanical restraints can only be used by employees or contractors trained in its used, and applied only if other techniques have failed and in conjunction with a behavior

intervention program.

- Mechanical restraints shall be designed and used so as not to cause physical injury to the person receiving service and to impose the least possible discomfort.
- Physical and mechanical restraints used for medical or diagnostic purposes shall be authorized by a physician's order or other authorized professional which shall be renewed every twenty-four (24) hours.
- The use of physical and mechanical restraints shall be reviewed by the interdisciplinary committee and the Human Rights Committee. The use of posey vests, strait jackets, ankle and wrist restraints, and other devices is prohibited.
- The individual shall be released from physical or mechanical restraint as soon as the emergency condition no longer exists.
- Physical or mechanical restraint is not a part of an Individual Service and Support Plan and can only be used as an emergency or safety control procedure.
- No physical or mechanical restraint of a person receiving services shall place excess pressure on the chest or back of that person or inhibit or impede the person's ability to breathe.
- During physical restraint, the person's breathing and circulation shall be checked to ensure that these are not compromised.
- In a situation where physical or mechanical restraints exceed fifteen (15) minutes, secondary trained staff shall assist and relieve primary staff person. In the event that the crisis situation does not improve or a secondary staff person is unavailable, primary staff must call 911.

### **USE OF EMERGENCY CONTROL PROCEDURES**

An Emergency Control Procedure is the unanticipated use of a restrictive procedure or restraint in order to keep the person receiving services and others safe. Behaviors requiring emergency control procedures are those which are infrequent and unpredictable. For the types of emergency control procedures allowed, see the previous section regarding The Uses of Restraints: physical and mechanical restraints.

As stated in the section The Use of Restraints, use of physical and mechanical restraints can only be used by employees or contractors trained in its use, and applied only if other techniques have failed and in conjunction with a Behavior Intervention Program.

An Emergency Control Procedure shall not be used as punishment, for the convenience of staff or as a substitute for services, supports or instruction.

Within 24 hours, after use of an emergency control procedure, the responsible staff person shall file an incident report ( see the previous section regarding Incident Reporting) and include the following:

- A description of the emergency control procedure used, including the beginning and ending times of the procedure;
- A written explanation of why the procedure was judged necessary; and,
- An assessment of the likelihood that the behavior that prompted the use of the emergency control procedure will recur.

Within 3 days after the use of an emergency control procedure, the parent of a minor, guardian, or authorized representative shall be notified. Reports shall be made available to the Community Centered Board and Department.

### **USE OF SAFETY CONTROL PROCEDURES**

Safety Control Procedures are developed when it can be anticipated that there will be a need to use restrictive procedures or restraints to control a previously exhibited behavior which is likely to occur again. For the type of Safety Control Procedures allowed, please refer to the previous section regarding The Use of Physical Restraint: physical and mechanical restraints.

Within 3 days after use of a Safety Control Procedure, the responsible staff person shall file an incident report ( see the section regarding Incident Reporting) and include the following:

- A description of the emergency control procedure used, including the beginning and ending times of the procedure;
- A written explanation of why the procedure was judged necessary; and,
- An assessment of the likelihood that the behavior that prompted the use of the emergency control procedure will recur.

Reports shall be made available to the Community Centered Board and Department.

A Safety Control Procedure must be approved by the Human Rights Committee as soon as possible after its development.

If the Safety Control Procedure is used more than three times within the previous 30 days, the person's interdisciplinary team shall meet to address the need for additional assessments and/or supports to keep the person and others safe.

### **POSITIVE GUIDANCE, INSTRUCTION AND BEHAVIOR MANAGEMENT**

#### **POLICY**

JECC staff will hold all students accountable for their behaviors to ensure safety at the facility. JECC will provide a therapeutic environment to support the educational



services provided. The program is based upon the following therapeutic models: strengths-based, systems, development, and behavioral theories. These models utilize approaches geared toward building upon already present relationships, behaviors, skills, and personality traits. Education and therapeutic interventions, as well as the principles of behavior management reflect these models. The culmination results in individualized approaches and positive reinforcement, along with natural and logical consequences. All students will have a written Individualized Treatment Plan and if necessary, a Behavior Support Plan.

## PROCEDURE

Clients will be encouraged to make pro-social choices and those positive choices will be praised in an effort to reinforce that behavior.

Confrontation of negative behaviors will be of a productive nature. Clients will not be ridiculed, humiliated, or verbally abused while attending school at JECC .

JECC staff will reinforce that a student's behaviors are not desirable, distinguishing between the student and his/her behavior.

Consequences imposed upon the student will be natural and achievable at the student's developmental level. Consequences should help the student recognize that his/her behaviors resulted in the consequence.

A student may be removed from a negative situation to minimize stimulation and give the student time to de-escalate. During a time of separation from the other students, staff will stay in line-of-sight with student in an area that is unlocked and quiet.

See "Student Discipline" policy for rules regarding cruel and unusual punishment. See also "Parent Collaboration" policy.

If other mental health professionals or specialists are needed the center staff will assist in informing and coordinating this support for the family./

## STUDENT DISCIPLINE

### POLICY

It is JECC 's policy to prohibit all cruel and unusual punishment.

### PROCEDURE

Cruel and unusual punishment includes, but is not limited to, the following:

1. Any type of physical hitting, or physical punishment such as spanking, striking, swatting, punching, shaking, biting, hair pulling, rough handling, striking with an

inanimate object, or any humiliating, or frightening method of discipline to control the actions of any student or group of students.

2. Discipline that is designed to, or likely to, cause physical pain.
3. Physical exercises such as running laps, push-ups, or carrying heavy rocks, bricks, or lumber when used solely as a means of punishment.
4. Assignment of physically strenuous or harsh work that could result in harm to the student.
5. Requiring or forcing student to take an uncomfortable position such as squatting or bending, or requiring a child to stay in a position for an extended length of time such as squatting or bending, nose to the wall, holding hands over head, or sitting in a cross-legged position on the floor, or requiring or forcing a student to repeat physical movements when used solely as a means of punishment.
6. Group discipline except in accordance with JECC 's written policy and these rules.
7. Verbal abuse or derogatory remarks about the student, his/her family, race, religion, or cultural background.
8. Denial of any essential/basic program service solely for disciplinary measures.
9. Deprivation of meals or snacks, although schedule meals or snacks may be provided individually.
10. Denial of visiting or communication privileges with family, clergy, attorney, or caseworker solely as a means of punishment.
11. Releasing noxious, toxic, or otherwise unpleasant sprays, mists, or aerosol substances in proximity to the student's face.
12. Denial of sleep.

#### **STUDENT DISCIPLINE CONTINUED**

13. Requiring the student to remain silent for a period of time inconsistent with the student's developmental age level or medical condition.
14. Denial of shelter, clothing or bedding.
15. Withholding of emotional response or stimulation.
16. Discipline associated with toileting, toileting accidents, or lapses in toilet training.

17. Force feeding a student.
18. Isolating a student in a locked room as discipline.
19. Use of physical or mechanical restraint as discipline for student.

## INCIDENT REPORTING

Reporting, recording and reviewing of incidents shall include, but not be limited to:

- Injury to a person receiving services;
- Lost or missing persons receiving services;
- Medical emergencies involving persons receiving services;
- Hospitalization of persons receiving services;
- Death of person receiving services;
- Errors in medication administration;
- Incidents or reports of actions by persons receiving services that are unusual and require review;
- Allegations of abuse, mistreatment, neglect, or exploitation;
- Use of safety control procedures;
- Use of emergency control procedures; and,
- Stolen personal property belonging to a person receiving services.

In the case of an incident: JECC staff fill out a pre-established incident report form that contains the following information:

- Name of the person reporting;
- Name of the person receiving services who was involved in the incident;
- Name of persons involved or witnessing the incident;
- Type of incident;
- Description of the incident;
- Date and place of the occurrence;
- Duration of the incident;
- Description of the action taken;
- Whether the incident was observed directly or reported to the agency;
- Names of the persons notified;
- Follow-up action taken or where to find documentation for further follow-up;
- Name of the person responsible for follow-up.

CDPHE ONLY- As stated in CCR 503-1 Section 16.56, Allegations of abuse, mistreatment, neglect and exploitation and injuries which require emergency medical treatment or result in hospitalization or death shall be recorded and reported immediately to the Program Director of JECC , Community Centered Boards and guardian or parent of a minor as applicable, within 24 hours.

All incident reports will be reviewed, signed, and investigated by the Program Director and kept in the individual's file. Incident reports are given to the parent/guardian on the same day of the incident, or within 24 hours. A copy is placed in the student's file.

Incident reports shall be made available to the Community Centered Boards and the Department upon request.

Executive Director and Community centered Boards shall review incident reports on a yearly basis as to detect any trends or problematic practices which may be occurring in specific services and shall take appropriate corrective action to address the problematic practices identified.

Reporting of **Critical Incidents** Involving possible abuse, neglect and exploitation:

1. All employees, contract personnel and volunteers of JECC are responsible for the immediate reporting of any allegations or observations of possible abuse, neglect and/or exploitation as defined in this policy. Persons receiving services will be given instructions as to who to talk with if something happens to them which they feel is harmful or that they think is dangerous to them or others.
2. A. Allegations of abuse, neglect, or exploitation (whether they occurred inside or outside JECC ) must be reported as soon as possible, but no later than fourteen hours after receiving the allegations or observing the incident. These reports must be made directly to the Program Director, who will notify the Executive Director as soon as possible.  
B. When making the report, the individual is expected to provide as much information as possible in order to facilitate the investigation. When, how, dates, times, places, names of involved parties and other information shall be included in reports. If additional information becomes available after the initial report is made, the reporting party will provide this information in writing to the Program Director as soon as possible. After making the report, the reporting person will not involve themselves further in the situation until additional instructions have been received from the Program Director. In no case should the reporting person discussing the incident with others, including the alleged victim or the alleged offender.
3. Upon receipt of the report, the Program Director will notify the following individuals:
  - A. JECC Executive Director
  - B. Department of Social Services (303-636-1750) if the allegation qualifies as a reportable event.
4. Upon receipt of the report from the Program Director, the Executive Director will initiate an internal investigation.
5. JECC Program Director is responsible for notifying the parent(s) or guardian(s) of the client. Parents or other interested parties or person receiving services that have no court appointed guardian will be notified only with the consent of the person receiving services.
6. If there is a critical incident and the child is under the care of a Community Centered Board (CCB) it must be reported to that board within 24 hours. JECC will cooperate with all requests from the CCB during the investigation.
7. The parent or guardian would be notified immediately in person or over the phone of a suspected critical incident. In the case that social services was investigating, all further information would come from social services while the investigation was open, unless social services instructed otherwise.

Training program developed and projected trainings for the current/next year (**10 C.C.R. 2505-10, Section 8.603.9**):

- Extent and type of training to be provided prior to employees or contractors providing supports and services having unsupervised contact with persons receiving services;
- Training related to health, safety and services and supports to be provided within the first ninety (90) days for employees and contractors; and,
- Training specific to the individual(s) for whom the employees or contractors will be providing services and supports.

## STAFF TRAINING

EARLY INTERVENTION AND PRESCHOOL ANNUAL PROJECTED TRAININGS EACH STAFF MEMBER WILL RECEIVE THESE TRAININGS UPON FIRST BEING HIRED (WITHIN THE FIRST 90 DAYS) AND THEN TO MAINTAIN CERTIFICATION. STAFF WILL NOT WORK UNSUPERVISED WITH CHILDREN UNTIL THE PROGRAM SPECIALIST DETERMINES THEIR SKILLS ARE SUFFICIENT.

JECC 101 (1 HOUR)

ABA 101 (1 HOUR)

REINFORCEMENT (1 HOUR)

GRAPHING (1 HOUR)

DATA COLLECTION (1 HOUR)

CPR AND FIRST AID (3 HOURS)

CASE MANAGEMENT (1 HOUR)

MEDICAL TRAINING (IF APPROPRIATE- 3 HOURS)

SEXUAL HARASSMENT TRAINING (1 HOUR)

STAFF DEVELOPMENT ONCE MONTHLY FOR 2 HOURS (4TH TUESDAY OF EVERY MONTH)- OCCUPATIONAL THERAPY, SPEECH THERAPY, AND APPLIED BEHAVIOR ANALYSIS.

STAFF ALSO RECEIVE WEEKLY IN THE MOMENT FEEDBACK FROM SPECIALISTS FOR A MINIMUM OF 1 HOUR.

BEGINNING JULY 6TH, 2015 ALL STAFF WILL ALSO RECEIVE A 40 HOUR REGISTERED BEHAVIORAL TECHNICIAN TRAINING AND BECOME REGISTERED.

ALL STAFF TRAININGS WILL BE DOCUMENTED ON AN ONGOING BASIS WITHIN THEIR STAFF FILE USING A STAFF TRAINING CHECKLIST.

