

Parent/Caregiver GUIDE

FALL, WINTER &
SPRING 2016-2017

STEPPING
STONES



WHAT YOU SHOULD BRING

OVERNIGHT PROGRAMS (ALLYN)

Weekend Respite, Sensory Needs Respite & Winter Staycation

- A packing list can be found in the participant's confirmation packet and on our website
- Everyone needs a mesh laundry bag
- Ambulatory individuals need shower shoes
- Toiletries should be in a single, large, re-sealable Ziploc bag and labeled with participant's full name
- Refillable water bottles
- If incontinent, please bring 6 Attends per day

SATURDAY KIDS AND SATURDAY YOUNG ADULT CLUB (GIVEN)

- Casual comfortable clothes
- A change of clothes
- A packed lunch or dinner (can be refrigerated)
- Backpack
- Weather appropriate outdoor wear (i.e. jacket, coat, hat, gloves, scarf, boots, etc.)
- Disposable water bottles
- If incontinent, please bring 2 Attends per day

WHAT NOT TO BRING

Personal items should be left at home whenever possible.

Participants are not permitted to bring the following items:

- Cell phones
- Cameras, handheld games, iPods or other electronics
- Jewelry or other items with sentimental value (e.g. special baseball hat)
- Designer or fine clothes
- Trading cards
- Money
- Overnight guests may **not** bring personal fans or heaters
- Animals are **not** allowed

Stepping Stones is not responsible for lost, stolen, damaged or broken items.

Please ensure that ALL belongings are labeled with the participant's first and last name.

PROGRAM TIMES

SATURDAY CLUBS (GIVEN)

Saturday Kids Club

Drop-Off: 9:30 am
Pick-Up: 3:00 pm

Saturday Young Adult Club

Drop-Off: 4:00 pm
Pick-Up: 9:00 pm

OVERNIGHT PROGRAMS (ALLYN)

Two-Night Respite

Drop-Off: Friday at 6:00 pm
Pick-Up: Sunday at 1:00 pm

Friday-Night Respite

Drop-Off: Friday at 6:00 pm
Pick-Up: Saturday at 3:00 pm

Saturday-Night Respite

Drop-Off: Saturday at 4:00 pm
Pick-Up: Sunday at 1:00 pm

Sensory Needs Respite

Drop-Off: Friday at 7:00 pm
Pick-Up: Sunday at 2:00 pm

Winter Staycation

Drop-Off: Tuesday at 6:00 pm
Pick-Up: Sunday at 1:00 pm



Important

To assist us with safe drop-off and pickup, do not arrive before your scheduled times. Late arrivals and early pick-ups make it difficult for programming to stay on schedule.

ARRIVAL & DEPARTURE

OVERNIGHT PROGRAMS

(ALLYN)

Weekend Respite, Sensory Needs Respite and Winter Staycation

Arrival at the Allyn Campus

- When arriving, program staff will be available to assist with luggage.
- Please go to the Check-In area in the Dining Hall.
- To ensure the safety of all participants, you may not arrive before the designated times.
- Please be prepared to stay for 30 minutes to complete check-in procedures.

Departure from the Allyn Campus

- Come to the Check-Out area in the Dining Hall.
- Collect medications from the nurse's table.
- A staff member will help you to the car with personal belongings.
- To ensure the safety of all participants, you may not arrive before the designated times.
- Please be prepared to stay for 30 minutes to complete check-out procedures.
- The name of the person picking up the participant MUST be on the approval list found on the Camper Application.

SATURDAY CLUBS

(GIVEN)

Saturday Kids Club and Saturday Young Adult Club

- Park in the circle driveway.
- Bring the participant to Hillside Hall to sign-in and sign-out.
- Please do not arrive early.
- The name of the person picking up the participant MUST be on the approval list found on the Camper Application.



ATTENDANCE GUIDELINES

If a participant needs to be absent for any reason, please notify your Coordinator via the Attendance Hotline assigned to your campus.

If notification is not made ahead of time, participants who are absent from a scheduled overnight session or routinely absent from a day program may have an interruption in future services.

Attendance Hotlines

GIVEN: 513.831.4660
ext. 5208

ALLYN: 513.831.4660
ext. 8903

These hotlines will also be used to notify families of program cancellations due to winter weather.

BILLING

Private Pay

- Billing statements will be mailed to you at the end of each month.
- Charges will be based on the dates enrolled, not the dates attended.

Cancellation/Refund Policy

1. You may cancel a program registration up to one day prior to the beginning date of the program. As Stepping Stones does not invoice prior to services being rendered, no refunds will be issued if no notice is given before the start date of the program. If less than 24 hours notice is given, you will be billed for the program.
2. If Stepping Stones cancels a program, you will not be billed.
3. Stepping Stones' Annual Registration fee of \$25 is non-refundable.

Please note that there are limited spaces for participants requiring a one-on-one counselor. Frequency of attendance and date of application will determine approval of enrollment.

NURSING PROCEDURES

SATURDAY CLUBS

Please give medications in the original packaging to the staff member greeting you at check-in.

OVERNIGHT PROGRAMS:

- Please bring medication for the total number of days attending, plus one extra dose of each medication.
- Medication Administration Records (MAR) need to be completely legible and completed prior to check-in. Additional copies can be found in the Forms Center at: SteppingStonesOhio.org
- Please do not pack medications in luggage. Medications must be checked-in with nursing staff during check-in procedures.

All medication must come in the original prescription container, showing dosages and current times for it to be taken.

POLICIES:

- Only licensed Nurses and Med-Certified staff will administer medications and treatments.
- ALL medications and treatments are kept safely, in locked cabinets in the Nurses' station at each campus.

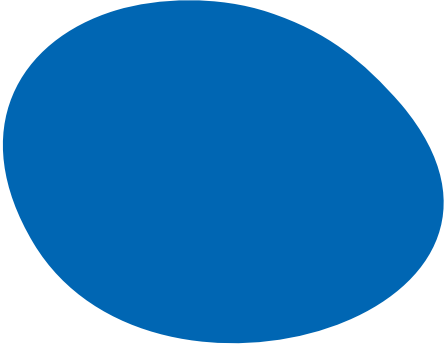
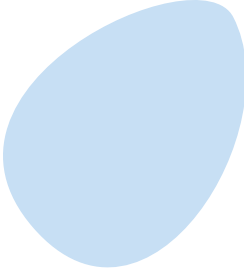




FIRST AID:

- Staff members are certified in First Aid and CPR.
- In the event a participant needs a non-routine over-the-counter medication (for example, Tylenol), a phone call will be made to the parent or guardian to obtain verbal permission.

MEDICATION:

- ALL medication must come in the original prescription bottle, indicating the current times and dosages.
 - Medi-Sets can be utilized if they have been dispensed by a pharmacy.
 - Send one extra full set of required medications, over and above the needed amount for the days of service. Please send only one extra dose.
 - Daily over-the-counter medication is handled in the same manner as prescription medication.
 - If prescribed, Diastat, Glucagon, Epi-Pen must be on site. Check that these medications are not expired before arriving to program. The participant will not be allowed to stay on campus if the medication is missing or past its expiration date.
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FOOD & DRINK

SATURDAY KIDS CLUB (GIVEN)

- Label ALL lunches with First and Last name.
- No microwavable meals.
- Refrigeration is available.
- All items and containers must be disposable.

SATURDAY YOUNG ADULT CLUB (GIVEN)

- Label ALL dinners with First and Last name.
- Microwavable meals are okay.
- Refrigeration is available.

OVERNIGHT PROGRAMS (ALLYN)

Weekend Respite, Sensory Needs Respite and Winter Staycation

- Please do not bring snacks or drinks.
- Edible items are not permitted in the lodges.
- Dietary Form is required yearly.

Special Diets

Special diet needs can, in most cases, be accommodated. Please inform kitchen manager Stacy McVey of participant's dietary needs at least one week prior to the program. Stacy can be reached at 513-735-8885 or email:

stacy.mcvey@steppingstonesohio.org



ILLNESS

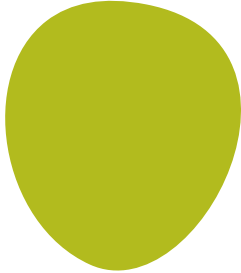
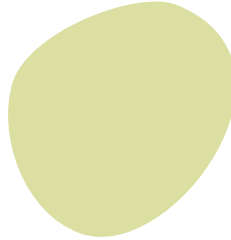
Stepping Stones reserves the right to require a physician's note before an individual's return to program.

Parents/Guardians will be notified in case of illness or significant injury. In the event we are unable to make a connection, we will begin contacting persons from the emergency contact list.

If it is deemed necessary, the individual must be picked up within a reasonable time of notification.

Communicable diseases can spread quickly and can put everyone participating in program at risk. If the individual has any of the following, please be sure he/she stays home until 24 hrs. after the symptoms are gone:

- Vomiting
- Diarrhea
- Fever
- Head Lice
- Pink Eye
- Skin Infection
- Sore Throat



CHALLENGING BEHAVIOR

Stepping Stones reserves the right to send an individual home if his/her behavior becomes unmanageable, disruptive or endangers the health and safety of other participants, volunteers or staff.



Program staff are trained and committed to prevent challenging behavior in the least intrusive behavior management possible.

Crisis Prevention Intervention (CPI) physical intervention techniques are used only as a last resort by trained lead staff.

We will make every effort to keep parents and caregivers informed and involved before a behavior issue becomes unmanageable for the program staff.

If the participant has a Behavior Plan, please make your Program Coordinator aware via email or phone. Not having a current plan on site could cause an interruption of your participant's future services.

For the safety of everyone, and to promote a consistent positive message, aggressive toys such as guns, knives or swords are NOT permitted.

HELPFUL INFORMATION

CONFIDENTIALITY

Stepping Stones staff members and volunteers respect the privacy of the participants. All staff members and volunteers participate in training to ensure that they understand the importance of holding in confidence all information obtained in the course of this professional service.

BILL OF RIGHTS

The Bill of Rights for Persons with Disabilities has been adopted by Stepping Stones. To read the Bill of Rights, please refer to our website. If you do not have computer access, please contact our Client Services Department and a copy will be mailed to you.

VISITORS

Visitors are always welcome at Stepping Stones! To ensure the safety of all participants, it is required that all visitors check-in with the Camp Director. All staff members have been trained to ask questions of all non-familiar persons on campus.

LOST AND FOUND

Program Staff make every effort to see that personal belongings are taken care of and returned home at the end of the day or session. There are some ways you can help make this happen.

- Label ALL items
- Send items that are old and can get dirty.
- Never send valuable items or things with sentimental value.
- If you receive the wrong item in your camper's belongings, please send it back to camp with a note.
- Email your Camp Director with a good description of the missing item.

Each campus has a Lost and Found. If you would like to search for something, please park and come to the check-out area and a staff member will be assigned to assist you. For Overnight programs, a table will be designated for unclaimed items at check-out.



VOLUNTEERS

Stepping Stones has volunteer opportunities at our Allyn and Given campuses for individuals who are age 13 and above.

Want to volunteer? Complete the on-line Volunteer Application at SteppingStonesVolunteer.Org. Our Volunteer Coordinator will contact you to confirm volunteer dates and will send you a Volunteer handbook. Volunteer will attend an in-person training prior to his/her start date.

Volunteer Questions?

Contact our Volunteer Coordinator at 513.965-5151 or www.SteppingStonesVolunteer.org

For General Information, please call **(513) 831-4660** or visit **SteppingStonesOhio.org**

Stepping Stones, Inc.

Given Campus
5650 Given Rd.
Cincinnati, OH 45243

Allyn Campus
1414 Lake Allyn Rd.
Batavia, OH 45103

UCP Norwood Campus
2300 Drex Ave.
Norwood, OH 45212

Beau Vita Campus
5195 North Bend Road
Cincinnati, OH 45247

