



Pathways to Independence for People with Disabilities

Adult Day Program Parent & Caregiver Guide

Attendance Hotline: (513) 831-4660

Please report any absence for illness, doctor's appointments or other purpose

Administration Office

5650 Given Rd.

Cincinnati, OH 45243

P: 513.831.4660

F: 513.831.5918

E: info@steppingstonesohio.org

www.SteppingStonesOhio.org

3 Locations

Allyn Campus

1414 Lake Allyn Rd.

Batavia, OH 45103

BeauVita West Campus

5195 North Bend Rd.

Cincinnati, OH 45211

UCP Campus

2300 Drex Ave.

Norwood, OH 45212

1. Program Schedule – Arrival, Departure & Absences

The Adult Day Program schedule is as follows:

- BeauVita West & UCP/Norwood campus program hours are 9:00 am – 3:00 pm.
- Allyn Campus program hours are 8:30 am – 2:30 pm.
- Program partial days are not available.
- Notice to Agency of any absence, planned or unplanned, from program must be provided by calling the main number at (513) 831-4660.
- Additional days may be added to set schedule as space permits.

2. Transportation

- Stepping Stones does not provide transportation services to and from the program. Transportation must be arranged by participant's SSA or family.
- Transportation is to be scheduled so that participant will arrive no earlier than 30 minutes before start of program and depart no later than 30 minutes after end of program.

3. What do I need to bring with me each day?

- A bag lunch is required. Refrigerators and microwaves are available to chill/heat food as needed.
- On days that outings are scheduled, a packed lunch that does not require refrigeration or use of a microwave is needed.
- Participants may bring communications devices, extra clothing, and spending money.
- Snacks are not provided during the program. Vending machines are available at UCP/Norwood campus.
- All personal items must be labeled with participant's first and last name. Stepping Stones is not responsible for any personal items that are lost or damaged as a result of being brought to programs.

4. Nursing and Medication

- The Adult Program staff includes delegated nursing at our Allyn and BeauVita campuses. A full-time nurse is on duty at our UCP/Norwood site.
- Any medication taken during program hours must be kept in the original container and delivered to nursing staff.
- All medications are stored securely and administered per doctor's order for the medication.



5. Illness & Extended Absence for Health Reasons

- The Board of Health considers the following signs to indicate communicable disease/illness: vomiting, fever over 100 degrees, diarrhea, sore throat, rash/swelling, red or running eyes.
- Please be sure your participant is symptom-free for 24 hours before resuming programs.
- Participants who arrive to programs exhibiting any of the above symptoms may be sent home in order to protect the health and wellbeing of others and to prevent the spread of infectious illness.
- Participants who are ill must be picked up within one hour of caregiver being contacted to do so.
- Individuals who are absent from program for an extended period of time for illness or injury must provide a doctor's clearance before returning to program.

6. Behavior and Dismissal from Services

- Adult Day Program staff are highly trained in a variety of strategies to diffuse volatile situations and to manage disruptive behaviors when they occur. Specific interventions are individualized to the unique needs and history of the participant.
- If a challenging situation does occur, staff and program coordinators, the participant's SSA, and guardian/caregiver behavior team from DDS may meet to review strategies for future success. In the event that the above team determines that the Adult Day Program is no longer a good match for the participant, services may end.

7. Adult Day Program Staff

- Please reference the Contact Sheet provided earlier for specific staff contact information.
- Stepping Stones does not provide 1:1 staffing support.
- All staff can respond to emails after the program day ends. Program staff are not permitted to use their personal emails or cell phones as communication for work purposes.
- In the event of an emergency, a participant's caregiver may contact our Front Desk at (513)831-4660.

8. What kinds of activities will I be doing each day?

- Each Adult Day Program site offers a wide variety of unique, participant-driven activity planning that includes community outings, technology, recreation, art, employment exploration, sensory communication, wellness and life skills.

9. Agency Closings for Holidays or Inclement Weather

- A calendar of Agency and program closings is distributed to all program participants annually and is available upon request.
- On inclement weather days, there will not be a receptionist available to respond to inquiries.
- In the event of bad weather that requires the program to close, participant's caregiver/guardian/parent can receive a text notification of agency closure. If you wish to participate in text notification for weather related closures, please contact Jeannie Ludwig in Client Services at (513) 965-5108. Families may also refer to local radio and TV stations for school and company closings listed under "Stepping Stones."

10. Private Pay

- Families may choose to pay privately for services. Financial aid is not available.
- Bills are distributed at the end of each month.
- Individuals will be billed based on the number of days for which they have registered, even if they did not attend all days.
- For more information, please contact the Billing Department at (513) 559-2442.

