



PROGRAM HANDBOOK

Fall 2019 - Spring 2020
Season



STEPPING
STONES

PROGRAM TIMES

SATURDAY CLUBS

5650 Given Rd., Cinti, OH 45243

Saturday Kids Club

Drop-Off: 9:30pm

Pick-Up: 3:00 pm

Saturday Young Adults Club

Drop-Off: 4:00 pm

Pick-Up: 9:00 pm

WEEKEND OVERNIGHT RESPITES

1414 Lake Allyn Rd., Batavia, OH 45103

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

Please respect pick-up and drop-off times.

Early and late pick-ups/drop-offs interrupt the program structure.

ARRIVAL & DEPARTURE

SATURDAY CLUBS (GIVEN)

KIDS CLUB & YOUNG ADULTS CLUB

- Park in the circle driveway. Accessible parking is available at the top of the drive for those with an accessible parking permit.
- Bring the participant to Hillside Hall to sign-in and sign-out.
- Pick-up and drop-off medication at the Nurse's Station.
- Do not arrive early.
- The name of the individual picking up the participant must be on the approval list located on the Camper Application.

WEEKEND RESPITES (ALLYN)

ARRIVAL

- To ensure safety, do not arrive before the designated drop-off time.
- Park and go to the Check-In area in the Dining Hall
- Be prepared to stay for at least 60 to 90 minutes to complete check-in procedures.

DEPARTURE:

- To ensure safety, do not arrive before the designated pick-up time.
- Come to the Check-Out area in the Dining Hall
- Collect medication from nurse's table
- The name of the person picking up the participant **MUST** be on the approval list located on the Camper Application
- Be prepared to stay 30 minutes to complete checkout procedures.

Find our full Respite check-in and check-out procedures at SteppingStonesOhio.org.



ATTENDANCE GUIDELINES

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

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

ATTENDANCE HOTLINES

Given Campus (Saturday Clubs)
(513) 965-2465

Allyn Campus (Weekend Respites)
(513) 965-2466

INCLEMENT WEATHER

In the event of inclement weather, the hotline for your program location will be updated with any program cancellations.

IMPORTANT CONTACTS

Whenever possible, it is best to communicate by **email** with staff.

SATURDAY CLUBS

Bridget Rahill, Program Coordinator
(513) 965-5115
Bridget.Rahill@SteppingStonesOhio.org

WEEKEND RESPITES

Jenn Schott, Program Coordinator
(513) 312-9097
Jenn.Schott@SteppingStonesOhio.org

CLIENT SERVICES

Jeannie Ludwig
(513) 965-5108
Jeannie.Ludwig@SteppingStonesOhio.org

GENERAL NURSING QUESTIONS

Karen Martin, Rec & Leisure Program Director
Karen.Martin@SteppingStonesOhio.org

WHAT YOU SHOULD BRING

SATURDAY CLUBS (GIVEN)

Kids Club & Young Adults Club

- Wear casual, comfortable clothes
- A change of clothes
- Packed lunch or dinner
- Refillable water bottle
- Backpack
- Weather appropriate outerwear (i.e. coat, hat, gloves, scarf, boots, etc.)

WEEKEND RESPITES (ALLYN)

- A packing list can be found in the participant's confirmation packet and on our website at SteppingStonesForms.org.
- Everyone needs a large mesh laundry bag
- Ambulatory individuals need shower shoes
- Toiletries should be in a single, large re-sealable Ziploc bag and labeled with the participant's full name.
- Label assistive devices (i.e. wheelchair) and matching power cords with participant's full name
- Refillable water bottles
- If Incontinent, please bring 6 Attends per day

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

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

WHAT NOT TO BRING

Stepping Stones advises personal items should be left at home whenever possible.

The following items are not permitted in program:

- Cellphones
- Jewelry or other items with sentimental value (i.e. special baseball hat)
- Designer or fine clothes
- Trading cards
- Money
- Animals are not allowed
- Overnight Respite guests may not bring personal fans or heaters
- Overnight Respite guests also may not bring outside food and drinks

A TECHNOLOGY FREE ZONE

In Stepping Stones' recreation programs, we try to get away from technology to enjoy the outdoors and connect with our peers. To help us maintain a digital free campus, please refrain from bringing cameras, hand-held games, iPads, iPods, laptops or other electronics as they distract from programming.

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



FOOD & DRINK

SATURDAY CLUBS KIDS CLUB AND YOUNG ADULTS CLUB

- Label ALL meals with first and last name
- Bring a packed lunch or dinner
- Packed meals can be refrigerated and microwaved



WEEKEND OVERNIGHT RESPITES

- Do not bring outside food or drinks.

Special Diets:

Special diets can, in most cases, be accommodated by our kitchen staff.

Please inform Food Services Manager of a participant's dietary needs at least one week prior to the program date.

Food Services Manager, Brad Pottorf
(513) 735-8885
Brad.Pottorf@SteppingStonesOhio.org



HELPFUL INFORMATION

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 Client Services at (513) 965-5108 and a copy will be mailed to you.

CONFIDENTIALITY

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

VISITORS

In order to avoid program interruption, visitors will only be permitted on grounds for tours and participant meetings. All visitors **MUST** schedule appointments and/or visits to program at least 48 hours in advance by contacting Client Services at (513) 965-5108 or Jeannie.Ludwig@SteppingStonesOhio.org.

LOST AND FOUND

Program staff make every effort possible to see that personal belongings are taken care of and returned home at the end of the program. There are some ways that you can help make this happen:

- Label ALL items with first and last name, including wheelchair charging cords
- Send items that are old and can get dirty
- Never send valuable items or those with sentimental value
- If you receive the wrong item in your participant's belongings, please return it to Stepping Stones with a note.
- If missing an item, email the Program Coordinator with a good description.

Each program location has a Lost & Found. If you would like to search for an item, please contact your Program Coordinator.

For Overnight programs, a table will be designated for unclaimed items at checkout.

Note: All Lost & Found items will be kept for four weeks. Afterward they will be donated to community resource groups.

NURSING PROCEDURES

SATURDAY CLUBS

- Please keep all medications in the original packaging.
- Drop-Off and pick-up medications at the Nurse's Station

WEEKEND OVERNIGHT RESPITES

- Nurses are available during waking program hours (7:00 am to approximately 9:30 pm)
- Please keep medications in original packaging.
- Medication Administration Records (MAR) must be completed and fully legible prior to check-in. Locate Stepping Stones' MAR form in your confirmation packet or at: SteppingStonesForms.org.

POLICIES

Only licensed Nurses and Med-Certified staff will administer medications and treatments.

At both Given and Allyn locations, ALL medications and treatments will be kept safely locked in cabinets at the Nurse station.

FOR GENERAL NURSING QUESTIONS:

Recreation & Leisure Director Karen Martin
Karen.Martin@SteppingStonesOhio.org

IMPORTANT REMINDER

All medication must come in the original prescription container, showing dosages and designated times, for it to be administered in program.

Note for Weekend Respites:
Medi-Packs are preferred and effective
Feb. 1, 2020 will be required for
overnight programs.

FIRST AID

All staff members are certified in First Aid, CPR and AED.

In the event a participant needs non-routine over-the-counter medication (i.e. 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 current times and dosages.
- Medi-Packs from the pharmacy are preferred.*
- Send one extra full set of required medications, over and above the necessary amount for total time of service. Note, please send only one extra dose.
- Daily over-the-counter medication is handled in the same manner as prescription medications.
- If prescribed, a participant's Diastat, Glucagon and/or Epi-Pen must be on site. Check that these medications are not expired prior to arriving at Stepping Stones. The participant will not be allowed to stay on campus if the medication is missing or past its expiration date.

*** Note: Effective Feb. 1, 2020, Stepping Stones will only accept Medi-Packs for prescription medication in overnight programs. Please plan accordingly with your doctor & pharmacy.**

SEIZURES

If a participant has a seizure for more than five minutes, emergency medical services will be called.

IMMUNIZATIONS

Stepping Stones is committed to protecting the health and well-being of our participants and staff. We do not require participants to be immunized, although we do encourage it for everyone's safety.



ILLNESS

Parents/Guardians/Caregivers will be notified in the 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.

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

Communicable diseases can spread quickly and put everyone participating in program at risk. If the individual has any of the following, please be sure he or she stays home until after symptoms have been gone for at least 24 hours.

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

**REPORT ANY ABSENCE
DUE TO ILLNESS TO THE
ATTENDANCE HOTLINE**

SATURDAY CLUBS
(513) 965-2565

WEEKEND RESPITES
(513) 965-2466

BEHAVIOR CHALLENGES

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

Our program staff are trained and committed to preventing challenging behaviors through the least intrusive behavior management possible.

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

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

BEHAVIOR PLANS

If your participant has a Behavior Plan, a copy must be sent to the Program Coordinator. The more information we have about your participant, the better we will be able to successfully serve his/her needs.

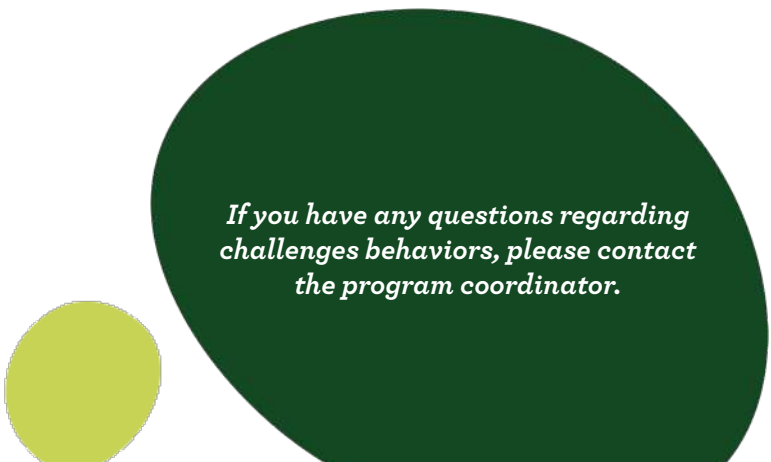
Training on the behavior plan must occur prior to the program date by the Behavioral Support Specialist.

Must have a current plan on site to attend program.

Not having a current plan on site will cause an interruption of your participant's services

OVERNIGHT PROGRAMS

All participants and staff stay in shared cabin spaces during Weekend Respite. Participants who require significant overnight attention or have disruptive sleep patterns are better suited for day programs. Stepping Stones reserves the right to discontinue services if a participant is noted to be disruptive in an overnight setting.



If you have any questions regarding challenges behaviors, please contact the program coordinator.

MORE WAYS TO GET INVOLVED

In addition to weekend recreation programs through the fall, winter and spring months, Stepping Stones offers Day Camp and Overnight Staycation programming in the summer. We also offer Adult Day Services throughout the year at three program locations.

To learn more about our additional programs and eligibility, visit SteppingStonesOhio.org.

FOLLOW US ON SOCIAL MEDIA

[Facebook.com/SSOhioInc](https://www.facebook.com/SSOhioInc)
[@SSOhioInc](https://www.instagram.com/SSOhioInc)
[@SteppingStonesOhio](https://www.twitter.com/SteppingStonesOhio)

Stepping Stones, Inc.

(513) 831-4660

www.SteppingStonesOhio.org

Given Campus

5650 Given Rd.
Cinti, OH 45243

Allyn Campus

1414 Lake Allyn Rd.
Batavia, OH 45103

UCP Norwood Campus

2300 Drex Ave.
Norwood, OH 45212

BeauVita Campus

5195 North Bend Rd.
Cinti, OH 45247

