

## BRIDGES SOCIAL SKILLS PROGRAM HANDBOOK

### OUR MISSION

BRIDGES is committed to serving our clients, supporting our employees, and educating the community with integrity and professionalism. We are committed to providing the best practice services to children with developmental disabilities using only scientifically proven interventions, including the teaching techniques and behavior strategies based on the principles and procedures of Applied Behavior Analysis (ABA).

### BRIDGES SOCIAL SKILLS PROGRAM GOALS

The goal of the BRIDGES Social Skills Program is to teach each participant the following:

- Social skills
- Self-help skills
- Adaptive skills
- Functional communication

### REGISTRATION POLICIES AND PROCEDURES

#### FORMS

All registration and assessment forms must be completed and on file with BRIDGES Educational Corporation.

#### DEPOSITS

A non-refundable deposit equal to half the total fees is due one week before the first class of each session and must be accompanied by the completed registration forms.

Mail

#### FEES

PAYMENT IN FULL is due before the first class:  
Dec 19, 2011 — NO EXCEPTIONS!

Regardless of planned or unplanned absences, the full fee is due.

Checks payable to:

Bridges Educational Corporation

Mail payment and forms to:

Bridges Educational Corporation

Attn: Samantha Porter

5694 Mission Center Road

Suite 602, PMB 341

San Diego, CA 92108

### RETURNED CHECK CHARGE

The charge for a returned check is \$20. If this happens a second time, a cash payment agreement will need to be made.

### REFUND POLICY

- A full refund will be given if BRIDGES cancels a whole session.
- Credit will be issued less the deposit if a request to cancel participation in a session is made in writing 14 calendar days prior to the first day of the session.

### REQUIREMENTS

- BRIDGES Social Skills Program is open to children ages 3-10 with developmental disabilities, including autism spectrum disorders, and their siblings ages 3-10.
- All participants must be toilet trained (i.e., able to anticipate and initiate the use of the toilet) or diaper-free (i.e., in underwear; not pull-ups) and remain dry until taken to the toilet on a schedule).

### NONDISCRIMINATION CLAUSE

BRIDGES programs are open to all persons regardless of race, creed, color or national origin.

### COMMUNICATION WITH BRIDGES

Exchange of information between parents and staff provides insight for both parties. The format may be formal or informal. Each participant will receive daily update cards that indicate the activities that he/she has been involved in.

### IN CASE OF AN EMERGENCY

To get in touch with a participant in case of a family emergency, call Maggie Leung at 510.213.8583.

### PROCEDURE FOR LATE PICKUP

- A late fee is required if a participant is picked up after:
  - 11:00am for the morning class
  - 2:00pm for the afternoon and full class
- \$1/minute fee is charged, and is payable to BRIDGES Educational Corp.
- Participants that are not picked up within 30 minutes of session completion will have their emergency contacts called for pickup.
- Participants who are not picked up within an hour of session completion will be turned over to Child Protective Services.

## **SIGN IN & OUT**

BRIDGES requires that all participants be signed in by an adult (18 years of age or older) and turned over to BRIDGES staff. This helps ensure the safety of each participant.

PLEASE NOTE: It is our responsibility to see that each participant leave with the appropriate parent/guardian each day. Until we are familiar each parent/guardian, we will ask for identification. This is done with each participant's safety in mind.

## **ILLNESS POLICY**

The health and safety of all participants is a BRIDGES priority. If the participant has an illness that may be contagious or experiencing any of the following in the last 12 hours, he/she will not be permitted to attend the class that day:

- fever
- vomiting
- diarrhea
- excessive coughing and nasal mucus
- colored nasal mucus
- unidentified rash
- pink eye
- any other infections

BRIDGES staff may request the participant be removed from the class on a specific day due to other illnesses or if staff deems the participant unhealthy enough to have a productive class. In some instances, a physician's note authorizing participation, during or after illness, may be required.

## **SUN BLOCK**

Participants are encouraged to wear sun block before class. If parents/guardians supply sun block, BRIDGES staff will be authorized to apply it to the participant when deemed necessary.

## **MEDICATION**

Only parents/guardians will administer medication. If medication is needed during program hours, a parent/guardian must come to the facility to administer it. This includes medications taken orally or applied to the skin.

## **TEACHING TECHNIQUES**

BRIDGES utilizes instructional programs based on the principles and procedures of applied behavior analysis (ABA). These procedures may include prompting, shaping, chaining, discrete trial teaching (DTT), pivotal response treatment (PRT), reinforcement schedules, as well as behavioral reductive procedures including extinction, differential reinforcement schedules, and behavior reduction techniques (e.g., time out from reinforcement, response cost) procedures.

## **DISCIPLINE POLICY**

BRIDGES program staff is trained and is expected to resolve misbehavior problems in a positive manner. In severe cases a parent will be contacted. Together, parent and BRIDGES staff will work out a custom-designed behavior modification method depending on the severity of the problem. If a participant is currently on a behavior plan, please include the plan with the assessment form. In the event the problems still exist, a participant may be suspended or expelled from the program. BRIDGES policies do not grant refunds or credits for missed program days due to a misbehavior problem.

## **SNACK AND LUNCH**

• Please send a snack and lunch with the participant. BRIDGES encourages a nutritious meal that does not include high sugar foods or beverages. BRIDGES also encourages packing a snack and lunch that do not require heating and to keep the snack and lunch in an insulated container that has a re-freezable ice block for foods that need to be kept cold. BRIDGES will be flexible if there are certain dietary restrictions that require heating food.

## **LOST & FOUND**

BRIDGES is not responsible for participant possessions that are lost or stolen. The best way to prevent loss of property is to leave valuables at home. A designated lost and found area will be maintained at the BRIDGES Social Skills Program site.

**We strongly encourage parents to label ALL clothing and possessions, and not to send valuables to sessions.**

## **BABY-SITTING ARRANGEMENTS**

BRIDGES policy states that staff **cannot** baby-sit for families from BRIDGES programs while employed by BRIDGES Educational Corporation.