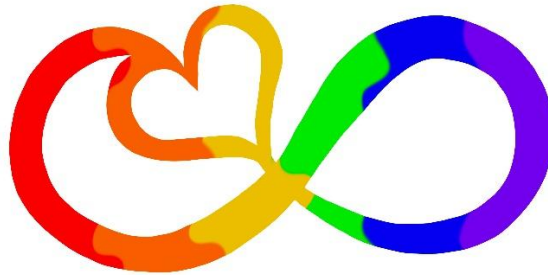


LITTLE DUMPLINGS LEARNING CENTRE

AUTISM SERVICES



Little Dumplings Learning Centres' Autism Services are focussed on strength-based strategies. We use identity-first language, we help teach and foster self advocacy, programming that allows for choices, interests, preferences, moods, and energy levels; meeting the autistic child/youth where they are at and not requiring them to wear a "neurotypical mask" to function in society.

We offer individual (one on one) sessions, and home support sessions. Services will be conducted at Little Dumplings Learning Centre excluding home support sessions.

Little Dumplings Autism Services are all by appointment.

Appointment times available:

Individual and Group Sessions	Monday - Thursday
Home Support Sessions	Monday - Thursday

Intake Discussions:

- Policies
- Email cancellation
- Quarterly email with scheduled sessions
- Dog therapy
- Ageing out of services
- No early arrival please

Contact me at:

littledumplingslc@gmail.com or 250 392 0813

LITTLE DUMPLINGS AUTISM SERVICES

POLICIES AND PROCEDURES

- 1.0 Fees and Billable Time
- 2.0 Billing
- 3.0 Late Pick Up
- 4.0 Illness and Communicable Diseases
- 5.0 Emergency Plan
- 6.0 Autism Services Forms
 - 6.1 Emergency Release Authorization
 - 6.2 Permission to bill autism funding
 - 6.3 Spontaneous Neighborhood Walks and Photo Permission
 - 6.4 Release to Share Information

Notes:

1. Little Dumplings Learning Centre will not administer any medication due to length of services (1 hour/1.5 hour). Parents/guardians are expected to administer required medication before or after LDLC services. The exception is if it is necessary for the child's health (example: asthma puffer, EpiPen, seizure care).
2. Services offered may change - parents/guardians will be given a minimum 1 month notice before changes go into effect.
3. Your child's session may be cancelled due to teacher illness. LDLC will inform parent/guardian as soon as possible to notify of cancelled session. AFU will not be billed for teacher illness.
4. 24-hour notice for cancellation is required.
5. Georgia and Frankie will be a part of most therapy sessions.
6. When funding is no longer available, you can pay directly or risk losing spot.



POLICY 1.0 Fees and Billable Time

Fees are as follows:

1. Individual Sessions
2. Group Sessions ***Not Offered at this time.**
3. Home Support
4. Private Billing Payment and Late Fees
5. Late Pick-Up Fees
6. Travel

1. Individual Sessions (one adult with one child) 3 years old - 8 years

Costs:

\$80/child/hour

Billable time:

- 1 - 2 hour - session with child
- 1 - 2 hour - meetings/correspondence with parent/guardian, summer schedules
- 1 hour - Collaborating with colleagues (IE: Occupational Therapist, Speech, Language Pathologist, Physiotherapist)
- 30 min - 1 hour for reading documents, session notes, resource building, and preparation of materials, clean up, disinfecting toys

Purpose: Create, implement, and teach individual strength-based strategies to help the autistic child navigate their emotions and thrive.

2. Group Sessions 3 years old - 8 years *** NOT AVAILABLE AT THIS TIME**

Costs:

- 1 - hour group session - 6 participants \$65/child
- 1.5 - hour group session - 6 participants \$75/child

Includes in Session cost:

- Goal writing and preparation, clean up, disinfecting
- 1 BI to 3 Children

Billable Time:

- Group session 1.5 hours
- Meeting/correspondence with parent/guardian 1 hour - minimum 15 minutes
- Collaborating with colleagues (IE: Occupational Therapist, Speech and Language Pathologist, Physiotherapist) 1 hour

*Ages 4-7 years old - max 10 autistic children per group.

*Ages 8 years old and older - max 12 autistic children per group.

Purpose: Social interactions and group activities.



POLICY 1.0 Fees and Billable Time (cont'd)

3. Home Support (family support) 12 months old to 5 years old

Costs:

\$80/child/hour

Billable Time:

- 1 hour session
- Meetings/correspondence with parent/guardian 1 hour - minimum 15 minutes
- Collaborating with colleagues (IE: Occupational Therapist, Speech, Language Pathologist, Physiotherapist)
- Minimum 45 minutes - 1 hour for goal writing resource building, and prep.
- Travel

Purpose: Create, implement, and teach individual strength-based strategies to help parent/guardian to help with daily routines in the comfort of their home.

4. Private Billing Payment and Late Fees

Payment can be made via Interac E-Transfer to littledumplingslc@gmail.com. (see policy 2.0 Billing).

5. Late Pick-Up Fees

Late fees will be applied if you are late picking up your child (see policy 3.0 Late Pick-Up).

6. Travel (pick up and/or drop off) *Minimum of 24 hour notice

Within city limits (one way) - 15 min billable time

Out of city limits (one way) - 30 min billable time

7. Cancellation and No Show

24 hours - regular billable session

No Show - average billable session + 30 minutes

NOTE: NO CHARGE FOR MISSED SESSION, IF A RESCHEDULED APPOINTMENT IS MADE WITHIN THE SAME WEEK OR I AM SUCCESSFUL IN FILLING THE SPOT.



POLICY 2.0 Billing

Little Dumplings Learning Centre will bill direct to your child's autism funding, with your consent.

Private billing is available for your child; parents/guardians are responsible to pay LDLC directly for your child's autism services.

Private billed fees are due at the end of each session. If no payment is received a late fee will be charged, and payment is due before your child's next scheduled session.

1. If payment not received:
 - \$20 added late fee will be charged
 - If **all** fees have not been received by the next scheduled session, termination of services will be given immediately, until full payment has been made. Your will be being given to another student.

POLICY 3.0 Late Pick-Up

Students need to be picked up at the end of their scheduled session. Failure to pick up your child on time will result in a late fee.

Procedure:

1. If you suspect you are going to be late, please call the centre - I will refrain from calling contacts from your authorized pick-up list.
2. 5 minutes late - you will be called and billed 15 minutes.
3. 15 minutes late - people on your authorized pick-up list will be called and you will be charged an additional \$20 for each 15-minute period until your child is picked up.
4. Late fees will be added to the sessions billable time and submitted when invoicing AFU.
5. *Private billing late fees will be added to the following session, fees and must be paid (See Policy 2.0 Billing) to prevent termination of services.*



POLICY 4.0 Illness and Communicable Diseases

LDLC values good health; that of our students and teacher. If your child's teacher is sick your session will be canceled and no fees billed. To prevent teacher and students from becoming ill, we must strictly enforce this policy. Cancelling at first sign of illness prevents cancellation fees being billed.

Procedure:

It is your responsibility to check in with your child and you decide to cancel your child's session if they are experiencing any of the following:

- New or worsening cough
- **2 or more cold-like symptoms** - runny nose, sneezing, coughing, sore throat, reduced or no appetite, pale or clammy skin.
- Diarrhea
- Vomiting
- **Fever over 38 degrees Celsius**
- Extreme fatigue
- Sharp stomach or head pains
- Dizziness
- Extreme cough - impeding your child's sleep or ability to participate in daily activities.
- Undiagnosed red, extremely watery, pussy, or irritated eye(s)
- Undiagnosed rash and/or open sores
- Nits or lice (louses)

*If your child is **unable to participate in daily activities due to an illness** or lethargy from feeling unwell you will be contacted; you may be asked to pick up your child as soon as possible and/or asked to keep your child home for a few days.*

Your child is expected to stay home at least 3 days when symptoms/illness have cleared with any of the above mentioned.



POLICY 5.0 Emergency Plan

LDLC will follow the Community Care Licensing Regulations Part 3 - Division 1 - Section 22.

If in an emergency it is not safe to stay onsite, the teacher will guide the students to the Williams Lake Info Centre on 1660 Broadway Ave S.

Procedures:

1. Picture of all students will be added to their file and the emergency bag.
2. I WILL ALWAYS CARRY LDLC CELL PHONE OR MY PERSONAL PHONE.
3. 1 emergency bag will be ready for teachers to take in case of an emergency or on field trips, with student contacts, first aid kit, copies of signed permission forms, pre-packaged snack, and seasonal protection (sunscreen or mittens and toques).
4. Teacher and students will re-group at the Hamel Rd. cul-de-sac in front of the big rocks and fire hydrant across the street from LDLC.
5. Teacher and students will walk down Hamel St. to Williams Lake Info Centre at 1660 Broadway Ave S.
6. Parents/guardians will be contacted once we are safe at the Info centre.
7. In case of an emergency where a child needs immediate medical attention, emergency services and parents/guardians will be called.
8. **MISSING CHILD EMERGENCY**
 - **RCMP CALLED IMMEDIATELY - GIVING DESCRIPTION AND ALL-IMPORTANT INFORMATION**
 - **PARENT/CAREGIVER CALLED**
 - **The teacher will actively look for child.**
9. LDLC will debrief every emergency after the fact to make changes to current emergency plan (if needed), discuss unexpected challenges and prepare emergency bags for next emergency.
10. In case of a lock down. I will close blinds and lock doors. Parents will be contacted with information regarding the situation.]

