

THE SOCIAL & LEARNING INSTITUTE'S OBJECTIVES ARE:

- 1) To provide a social & learning program for persons with intellectual disabilities and other developmental disabilities in a safe and nurturing environment.
- 2) To provide a program which includes: learning activities, self-help, motor, language and speech development skills, training in activities of daily living, pre-vocational training, and adjustment skills with opportunities for experiences conducive to social and educational development. In addition, the Institute shall provide opportunities for our students to develop their unique personalities and refine their social skills.
- 3) To provide services to any qualified adult with disabilities regardless of age, sex, race, ethnicity, or religious affiliation.
- 4) To provide opportunities for adults with disabilities to make new friends and experience the companionship of similarly disabled adults.
- 5) To provide respite and resource services for individuals and families.
- 6) To serve as a resource to individuals, families, and community at large regarding intellectually disabled resources and best practices.

INSTITUTE POLICIES:

- 1) The Institute must have on file all required documents and records, signed by the student (emancipated) or legal guardian before a student can be considered to be enrolled in The Social & Learning Institute.
 - a. Enrollment Form
 - b. Emergency Contact & Treatment Consent
 - c. Physicians Statement
 - d. Transportation Authorization
 - e. Financial Agreement
 - f. Policy Agreement & Release of Liability
 - g. Marketing & Media Release

Students, legal guardians and representatives have an ongoing responsibility to provide updated information as requested on these documents as it changes and are required to annually meet with the Institute's Executive Director to complete a re-enrollment confirmation process.

- 2) The Institute encourages and participates in outdoor activities whenever the weather permits. The student should always arrive at school dressed in seasonally appropriate garments and outerwear consistent with the daily weather conditions.

- 3) The Institute operates two, fifteen-passenger vans, driven only by properly-licensed staff, for the transport of students of The Social & Learning Institute to various off-site school-related activities, field trips and special functions during normal operating hours. The Institute requires that all passengers riding in these vans be physically able to enter and exit these vehicles with minimal assistance from another person or by means of a simple assistive device. This policy is in effect to limit the potential liability considerations inherent with transporting students, as well as to ensure passenger safety.
 - a) The vehicles operated by the Institute are fully insured and regularly maintained for safety.
 - b) Only staff, students and personal assistants will have access to transportation provided by the Institute. All others must provide their own transportation.
 - c) Any individual planning to transport a student(s) in a privately owned vehicle to off-site activities must complete a **Volunteer Driver Form** and receive approval from the Executive Director. For your convenience, this form may be downloaded and printed from the Institute's website www.socialandlearning.org, under MY SLI for this purpose.
 - d) Accommodations will be made for all who have portable oxygen and/or other life support equipment as long as it complies with laws regarding hazardous material. Equipment must be small enough to fit into the vehicles. All oxygen or compressed air bottles must be secured at all times during transport.
 - e) A personal care attendant will be allowed as a ride along for any student that requires this type of support.
 - f) Service animals will be permitted as needed. The animal will need to ride beside the owner and must remain restrained by the owner while being transported.
- 4) The Institute requires that all students maintain a physically clean appearance, and that all garments worn by students be appropriate for a school environment. Clothing shall be of appropriately modest style, and shall not be adorned with graphics, lettering or wording which may be considered offensive by other students, staff, volunteers, or visitors to The Social & Learning Institute.
- 5) The Institute requires that any student who is seriously ill, or is known to be suffering from a communicable illness, refrain from attending school until he or she is well. Allowing an obviously ill student to attend school exposes other students, staff, and volunteer workers to infection. This only results in more lost time at school and work for others. Please be considerate in this matter.
- 6) The Social & Learning Institute requires that the student, parent, legal guardian or legal caregiver makes provision for the transportation of their respective student(s) to and from the Institute by an authorized individual. Parents, legal guardians and legal caregivers must understand that the Institute staff will not release a student to an unauthorized individual without written or verbal permission from that parent, legal guardian or legal caregiver. Therefore, in the event that the transportation arrangements for a student should change, on either a temporary or a permanent basis, the student, parent, legal guardian or legal caregiver shall be expected to notify the Institute of such a change at their earliest opportunity. In addition, the parent, guardian or legal caregiver shall provide written authorization to the Institute regarding the change of transportation arrangements, specifically naming any newly-authorized individual to whom the student may be released for transportation from the Institute at the end of the school day. For your convenience, a **Transportation Authorization Form** may be downloaded and printed from the Institute's website www.socialandlearning.org, under MY SLI for this purpose.

- 7) The Institute requires that students arrive at school no earlier than 9:45 a.m. on school days so that classes can start promptly at 10:00 a.m. Students shall be picked up promptly at 3:00 p.m. on school days only by an individual authorized to transport the student from the Institute. Any delays regarding the student's arrival or pick up should be reported to the Institute as soon as possible. If a student is ill, or otherwise unable to attend school, the student, parent, legal guardian or legal caregiver shall notify the Institute by telephone at their earliest opportunity.
- 8) A tuition fee, determined by The Social & Learning Institute's Board of Trustees, based upon the current budget, is required to be paid by the student, parent, legal guardian or legal caregiver on a monthly basis. The full tuition payment becomes due on the first school day of each new calendar month. The full tuition amount is payable regardless of any days of absence by a student. In the event of an extended illness, family situation or other circumstances, tuition may be waived for a period of time when prior arrangements are established with the Institute's Executive Director and Board of Trustees.
- 9) Neither the staff nor the volunteers of The Social & Learning Institute shall be responsible for assisting in the administration of any medication (prescription, over-the-counter, supplement) to any student, unless a MEDICATION AUTHORIZATION FORM has been fully completed and filed with the Institute. Information included on the form must be specific instructions for, and the time of day that the medication(s) shall be administered. All medications must be provided in its original container. The signature of the student's parent, legal guardian or legal caregiver on the MEDICATION AUTHORIZATION FORM shall release from all liability, separately from the Institute's POLICY AGREEMENT & RELEASE OF LIABILITY FORM, the Institute, its Board of Trustees, its staff, and its volunteers from any consequences resulting from the administration of the listed medication(s) assisting with student self-medication. For your convenience, a **Medication Authorization Form** may be downloaded and printed from the Institute's website www.socialandlearning.org, under MY SLI for this purpose.
- 10) The Institute shall reserve the right to limit the size of classes based upon available space and properly-trained staff and volunteers. In addition, the Institute's staff, with the Institute Executive Director's approval, shall reserve the right to remove from the class roster any student for any reason in order to maintain the objectives and policies of The Social & Learning Institute.
- 11) Enrollment is open to any qualified student regardless of the individual's sex, race, ethnicity, national origin, age, religion, or any other legally protected characteristics.
- 12) The Board of Trustees of The Social & Learning Institute hereby reserves the right to, at any time, amend, add to, or delete from the Institute's **General Objective's & Policies Statement** in accordance with the Institute's bylaws.