



CENTER FOR SPEECH, LANGUAGE  
AND LEARNING, INC.  
EIDBI PROGRAM  
434 Hayward Avenue N.  
Oakdale, MN 55128

**CSLL - EIDBI  
PARENT HANDBOOK**



Center for Speech, Language, and Learning, Inc.  
434 Hayward Ave. N., Oakdale, MN 55128  
phone • 651-739-2300 fax • 651-739-2302

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Welcome CSLL – ABA (Applied Behavior Analysis) Families!

We are incredibly happy to be working with your child and family and appreciate the trust you have placed in our ABA therapy team to provide a high-quality learning program for your child.

We look forward to the opportunity to promote growth, development and positive behavior change through teaching increased skills, interaction, independence, and participation with those around them.

This handbook is designed to provide you with important program and policy information. Please review this information carefully and use it as a resource regarding services provided at CSLL-ABA Center.

If you have any questions regarding the information in this handbook or services provided, please see the communication information enclosed, and/or contact Gabby Sawicki – EIDBI Administrative Coordinator: 651-739-2300 / [eidbi@csllinc.com](mailto:eidbi@csllinc.com)  
Justin Marthaler EIDBI Program Administrator: 651-739-2300 / [justin@csllinc.com](mailto:justin@csllinc.com)

Thank you,

CSLL-EIDBI ABA Team



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## **CSLL MISSION**

*We are dedicated to fostering and expanding communication, learning, movement, and functional skills. We support individuals and families by providing compassionate best practices education and advocacy.*

*CSLL honors and upholds the practice of non-discrimination in all its activities, operations, and provisions, and for any reason, including - race, color, religion, creed, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status.*

## **HIPPA/PRIVACY**

CSLL is governed by HIPPA laws and maintains confidential files on all registered clients. Records concerning your child are confidential and accessible ONLY to you, and as needed by DHS, CSLL administration and the EIDBI staff. Information will not be shared or released to anyone else without your written permission.

## **CSLL ABA SCHEDULE**

- CSLL-ABA Clinic is open Monday-Friday 8:00am-4:00pm
- Note: Your child's recommended therapy days/hours may vary depending on the Medical Necessity and Treatment Plan reports.
- Holiday hours will be shared and posted throughout the year.

## **PROGRAM COMMUNICATION**

- Your child's regular attendance is an essential component of the therapy contract program.
- Communication is vital to a well-functioning program.
- Please save the program numbers to your phone and contact us with ANY change to your child's schedule, questions, or change(s) to your information.

### **Questions and Concerns:**

We care about your thoughts regarding your child's treatment and program plan. Please direct questions or concerns to any of the following staff members so that we can facilitate changes and meet your needs as soon as possible:

CSLL Office: 651-739-2300 / [eidbi@cslinc.com](mailto:eidbi@cslinc.com)

Justin – Program Administrator: 651-739-2300 / [justin@cslinc.com](mailto:justin@cslinc.com)

Marci – Business Administrator: 612-309-4010 / [office@cslinc.com](mailto:office@cslinc.com)



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## **EIDBI-ABA PROGRAM INFORMATION**

Center for Speech, Language and Learning, Inc. is pleased to offer an EIDBI – ABA Program! The **E**arly **I**ntensive **D**evelopmental and **B**ehavioral **I**ntervention program is designed to offer a contracted program of comprehensive support and medically necessary treatment for individuals through age 21, with autism spectrum disorder (ASD) and related conditions, \*\*\* see website: <https://csllinc.com/eidbi-aba-clinic>

In addition, the benefit is intended to:

- Provide 1:1 therapy & individualized treatment and support for each child.
- Promote independence and participation in family, school, and community life.
- Improve long-term outcomes and quality of life for every child.
- Educate, train and support program parents, caregivers, and family.

The ABA methods used at CSLL are designed to help retention of skills over time and increase the likelihood that the individuals we serve will use those skills in different settings (school, home, community, etc.).

It is important to understand that the development of these skills and behaviors can take time and celebrating the milestones will benefit your child! The long-term goals will continually be worked on with your collaboration and approval.

### Program Description

**Applied Behavior Analysis (ABA)** is the approved EIDBI treatment modality CSLL's behavior therapists and supervisor(s) are qualified to provide. ABA is an evidence-based therapy known to be the best treatment for autism spectrum disorder (ASD) and can be used to teach skills to individuals with other disorders that result in developmental delays and skill deficits.

The methods of ABA can be applied by breaking down skills into simpler steps, using intensive teaching procedures to reduce the likelihood errors will occur in the future, and continually teaching in the natural environment. Therapists utilize prompting strategies to teach new skills. As the child demonstrates more independence, prompts are faded out. A correct response to a new skill is followed by reinforcement which increases the frequency of the skill occurring in the future.

Alternative behaviors are taught to replace maladaptive behaviors, with reinforcement being used to increase the future frequency of the alternative behavior and ensuring no reinforcement is provided for the maladaptive behavior.



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ABA is used to change or improve specific behaviors, including:

Increase and develop:

- Language/Communication Skills
- Functional living skills (toilet training, handwashing, dressing, etc.)
- Social skills
- Motor skills
- Listener responding skills
- Visual skills
- Educational skills (math, reading, writing, etc.)
- Vocational skills (skills necessary for transitioning to a work position)

Decrease problem behaviors such as:

- Aggression (hitting, kicking, biting, etc.)
- Eloping (leaving the area without permission)
- Spitting
- Non-compliance
- Mouthing (excessive touching of items to the mouth or in the mouth)
- Scripting/Vocal Stereotypy (repetitive vocalizations that interfere with day-to-day)
- Stimming/Motor Stereotypy (repetitive movements that interfere with day-to-day)

**PROGRAM STAFF** - Who is working with my child?

**Behavior Therapists** - behavior therapists work 1-on-1 with your child daily.

CSLL employs Level I and Level II Behavior Therapists

Level I Providers, have:

- at least 2000 hours of supervised clinical experience and training working with individuals with ASD or similar conditions **AND/OR**
- have completed or are currently enrolled in a master's program related to the field.

Level II Providers, have:

- at least 1000 hours of supervised clinical experience and training working with individuals with ASD or similar conditions **AND/OR**
- have completed or are currently enrolled in a bachelor's program related to the field.

Behavior Therapists receive specific EIDBI training provided by the Department of Human Services (DHS). They also receive specific training on the principles and procedures of ABA and ongoing clinical supervision by a Board-Certified Behavior Analyst (BCBA) and/or a Board-Certified Assistant Behavior Analyst (BCaBA).

**Program Supervisors**



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Program Supervisors (Program Leads and Trainers) are Level 1 Providers who oversee daily program implementation and staff training. They work closely with the Behavior Analyst in ensuring effective treatment procedures are in place for each child. Program Supervisors may conduct Family Skills Training, which is recommended at minimum once a month.

### **Behavior Analyst (BCBA or BCaBA)**

A Behavior Analyst is a Level 1 Provider with specialized education and board certification in ABA. The Behavior Analyst oversees individualized treatment plans and program implementation. The Behavior Analyst works to gain a better understanding of the family's goals for their child and to make a person and family-centered treatment plan. The Behavior Analyst will work directly with the child at least once a week and communicate with parents continually. The Behavior Analyst will conduct Family Skills Training and facilitate the development and use of skills across environments.

### **Qualified Supervising Professional (QSP)**

The QSP's role is to ensure the treatment plan for each child considers the person's and family's values, goals, preferences, culture, and language. The QSP is responsible for approving all treatment plans and reviewing treatment documentation to ensure compliance and fidelity. The QSP observes children during assessment and treatment plan development, throughout services, and for treatment plan updates.

QSPs are either a physician, advanced practice registered nurse, developmental or behavioral pediatrician or licensed mental health professional and have:

- at least 2000 hours (about 2 and a half months) of clinical experience and/or training in the examination and/or treatment of people with ASD or a related condition **AND/OR**
- Completed the equivalent in graduate-level coursework for ASD or related condition diagnostics, treatment strategies, or child development.

### **Comprehensive Multi-Disciplinary Evaluation (CMDE) Provider**

The CMDE Provider's role is to determine medical necessity for EIDBI services and to recommend treatment intensity and weekly service hours. The CMDE Provider meets with parents/caregivers to gather a medical and behavioral history of the child and overall background information on the family. The CMDE Provider will observe the child prior to the start of services and may conduct additional assessments to determine medical necessity. A report is completed once a year.

CMDE Providers must:

- Be
  - A licensed physician, advanced practice registered nurse or mental health professional
  - A mental health practitioner who meets the requirements of a clinical trainee
- **AND**
- Or Have
  - At least 2000 hours of supervised clinical experience in the evaluation and treatment of people with ASD and/or related conditions
  - Completed the equivalent in graduate-level coursework for ASD or related condition diagnostics, treatment strategies, or child development.
  - **CSLL's QSP/CMDE** Provider is Lydia Majors-Roland, MA, LPCC



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## **ADMISSION INFORMATION**

Before your child is enrolled, four pre-admission steps must be completed.

- 1) When the child is in spot one or two on the waitlist, an initial parent interview will be scheduled with the CMDE Provider, QSP, and Behavior Analyst. The interview will help the providers understand the needs of your child, your desires for your child's development, and will allow you to ask any questions about the program. This meeting will be scheduled at a mutually convenient time and will last 45-60-minutes.
- 2) An initial direct observation of your child's current developmental level and learning needs will be conducted with the BCBA and QSP. During this observation, BCBA will get to know the learner and their interests. They will also conduct a mock Applied Behavior Analysis session collecting data on various skills that are typically targeted throughout a learner's day at CSLL (e.g., safety, communication, transitioning with therapist, problem behavior). The purpose of this direct observation is to identify goals that may be appropriate for the CSLL program, to see if we are a good fit for your child, and if they are a good fit for CSLL.

Note: It is recommended that parents are not present during the assessment so the Behavior Analyst can best assess how your child will perform at the center. The Behavior Analyst will meet with you briefly after the assessment to let you know how everything went. It is possible that the Behavior Analyst will request additional time to complete the assessment, which can be scheduled at a future date. Following the finalization of the assessment, a report will be completed and discussed with you.

- 3) If all parties agree to moving forward in the process, the following forms must be completed and returned to the CSLL office.

CSLL Enrollment packet including:

Welcome Letter  
Service Agreement  
Insurance Benefits form  
Consent Form  
Registration Form  
History Form  
HIPPA - Notice of Privacy practices  
Authorization to Disclose / Release information

- Signed Receipt of CSLL – Parent Handbook
- Signed Health/Illness Policy
- Signed Attendance Policy



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- Signed Transportation Release Form
- Signed Completed Immunizations Records FORM
- Signed Permission to Administer Medications Form (if necessary)

#### Admission Information (cont.)

- 4) CMDE Report and Initial Treatment Plan (ITP) will be completed by using the information provided by you and the assessments conducted with your child. Once completed, these reports will be reviewed with you and will require signatures of approval. In addition to signing these documents, DHS-EIDBI documents "Child Rights and Responsibilities" and "Provider Responsibilities" will be reviewed and signed.

After the four-step process is completed, a start-date acceptable to both your family and the program will be scheduled.

#### **CROSS-DISCIPLINE COLLABORATION**

If your child receives services from multiple locations, including attending a school, and you would like the members of each team to have a formal collaboration meeting, please notify CSLL.

A Coordinated Care Conference can be arranged prior to the start of services, every 6 months during formal progress monitoring updates, and for transition planning. Included in the coordinated care conference would be the child's parent(s)/guardian(s), the CMDE/QSP, Behavior Analyst, and at least two other providers from different specialties outside of EIDBI (e.g., speech therapist, occupational therapist, teacher, doctor, IEP (Individualized Education Program) manager, school psychologist, etc.). Please note that coordinated care conferences cannot occur on days that your child receives other EIDBI services.

If your child receives speech and/or occupational therapy at CSLL, the EIDBI-ABA team will continually collaborate with those professionals to ensure treatment is consistent and the needs of your child are met.

For professionals who work with your child outside of CSLL, an Authorization to Disclose / Release of Information form must be completed to communicate with those providers throughout your child's treatment.



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## **ATTENDANCE POLICY**

**Consistent attendance** is critical for your child's progress and success.

Our team of providers works hard building relationships with each child. This creates the foundation of trust and respect needed to provide and follow through on their progress plan. While the therapeutic relationship needs continuous attention, frequent absences can cause undue strain on the relationship and require more focus for rebuilding. This rebuilding time, what we call "pairing," can take time away from learning.

### **Arrival and Departure:**

It is important that your child be dropped off and picked up at their designated time, each day. If you are running late for pick-up or drop-off, you must notify CSLL immediately to ensure we have staff available. If your child is one hour late with no email or phone call to the center notifying of the late arrival, they will be scheduled out that day to allocate time for schedule changes.

### **If your child is sick:**

CSLL must be notified the night before or by 7am the morning of the scheduled therapy day. All sick days will be included in the total number of missed therapy days.

### **Additional Absence:**

CSLL must be notified of any planned absence as soon as they are scheduled and no later than 24 hours in advance of the scheduled therapy day (i.e., doctor's appointments, vacations, etc.).

Full day planned absences will be included in the total number of missed therapy days. Partial day planned absences will not be counted against the child (attends 3+ hours for the day).

### **CSLL's EIDBI Attendance Policy:**

Requires 92% attendance of scheduled sessions in a 180-day contract.

For our full-time clients scheduled Monday through Friday, this allows for 10 absences in a 180-day contract (approximately 125 therapy days, excluding weekends and holidays). An absence is considered missing a full day of therapy.

Any full-day absences will be included in the total number of missed therapy days.

If your child's absences are approaching the total number allowed in the contract period, or if a pattern of late arrivals arises, the team will discuss with the family on improving scheduled attendance. Exceeding the total number of absences allowed in the contract period may result in discontinuation of services.



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## **DISCONTINUATION OF SERVICES**

Each child will have their own discharge criteria written in their Individual Treatment Plan (ITP), based on the assessments used to determine developmental skills and progress, and their age and transition opportunities. Most children will be recommended for discharge into the school system when they demonstrate the milestones within the VB-MAPP, demonstrate independent self-care for activities of daily living, and the necessary educational, social, and behavioral skills. If a different service is determined more appropriate at that time, or a transition to school with a therapist and/or attending half days of school is determined more appropriate, communication and arrangements will be made with the family and the school or other servicing facility. The transition period is not to exceed 30 days based on the child's and their family's needs. The family will be involved in any planning to ensure a swift transition and to ensure that they agree progress has been made across settings (at the clinic and in the home).

Other criteria for discharge include:

- The child not benefiting from services
- The child being harmed by continued services
- Parental request for discontinuation of services (a 30-day notice from parent(s) is required)
- The child has a change in diagnosis that no longer falls under EIDBI funding
- An injury, illness, or a new diagnosis is presented that requires a different form of treatment incompatible with daily EIDBI - ABA service

Please see your child's ITP for specific information on transition planning and discharge criteria.

### *Parental Request for Discontinuation of Services*

If you request discontinuation of services prior to the end of the contract period, CSLL requires 30 days (about 4 and a half weeks)' notice. This notice allows the treatment team the time to update progress reports on your child, prepare a detailed transition plan, and work with the family on transitioning to the next setting. CSLL cannot guarantee fully updated reports or assistance with transitioning without a 30-day notice.



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## **HEALTH/ILLNESS POLICY**

*Children have maturing immune systems and are often near one another, in centers, classrooms, and during transportation. This makes the transmission of contagious diseases particularly easy and a reason these are common in children.*

Contagious disease is often caused by the spread of bacteria (such as scarlet fever) or viruses (such as chickenpox, measles, hand-foot-and-mouth disease, and quite a few others) in droplets of saliva and mucus, especially when coughing or sneezing.

Contagious disease may also occur by coming in close personal contact with another infected person or even by sharing personal items of an infected person, as in the case with infestation caused by insects (such as with lice and scabies) or a fungal infection (such as in tinea infections, commonly called "ringworm").

The health and safety of each child and staff is paramount.

As each student arrives, your child's therapist will perform a temperature and health check to determine potential illness. If an illness is present or develops during the day – you will be contacted by your child's therapist to pick up your child.

As mandated by the State of Minnesota, children with symptoms listed below or a suspected contagious illness MUST be excluded from the CSSL – EIDBI program until checked by a doctor and/or clear of illness.

Return to the program may occur with a clear health determination note provided by a health care official.

- Fever (without medication) over 100.0 degrees within 24-hours
- Vomiting within 24-hours
- Unexplained rash
- Sore throat/ swollen glands, severe cough, eye discharge, yellow skin or eyes, or the individual is irritable, uncomfortable and/or continuously crying or needs more attention than program can provide.
- COVID-19
- Hand-Foot-Mouth - Fifth Disease (Erythema Infectiosum) ...
- Roseola (Sixth Disease) ...
- Measles (Rubeola) ...
- Chickenpox (Varicella) ...
- Scarlet Fever
- German Measles (Rubella) ...
- Scabies (Pediatric) ...
- Pink Eye (Conjunctivitis)
- Strep Throat (Streptococcal Pharyngitis)
- Ringworm
- Lice



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## **SAFETY POLICIES**

All CSLL staff work together to ensure safety is always a #1 priority. Your child will always be under the direct supervision of at least one staff member. If your child has an injury, you will be notified according to your health care directive. In an emergency, 911 is contacted and then the parent/emergency number is called.

### **Medication Administration:**

ALL medication must be in its original packaging with instructions included. A "Permission to Administer Medication" form must be completed with instructions and signed by a parent / guardian for ALL prescription and over-the-counter medication.

### **Incident Reports:**

Child incident reports are completed every time an event occurs that leads to injury or the possibility of injury. In the report, a description of the event will be written, including where the incident occurred, what the child and therapist were doing at the time of the incident, the type of injury or illness (type, location, size, etc.), and how the therapist responded (i.e., first aid). Parents will be notified of incidents in person, via their preferred method of communication, and a copy of the incident report will be sent home. In addition to documenting incidents that occur at the center, any injuries noticed upon arrival at the center that have not been previously noted will be recorded. If your child receives an injury at home, please notify the center (such as cuts, bruises, and bumps) so we have an accurate report and can also continue to treat the affected area when needed.

### **Outside Play:**

While CSLL does not have a designated outside play area, weather permitting, we do utilize the space behind the building to play outdoor games. If your child is interested in playing outside (bubbles, chalk, bike riding, etc.) while other children are not, there will be two staff assigned to them while outside.

### **Field Trips:**

Parents/Guardians/Families will be contacted and notified in advance of ANY/ALL program related field trips. Signed Permission forms are required before a child can participate in a planned field trip.



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## **BEHAVIOR GUIDANCE RESPONSE**

CSLL EIDBI staff respond to problem behavior based on the function (reason) for the problem behavior. Staff are trained to identify the function of problem behavior and will document and work with the family and/or other staff, and professionals when appropriate, to identify the function of problem behavior in the home, too. Please see the chart below.

Corporal punishment is prohibited.

Your child will not be subject to any physical punishment (e.g., rough handling, spanking).

Your child will not be subject to emotional stress including ostracism, shaming, using derogatory language related to the child and/or their family. Or using language that threatens, humiliates, or frightens the child.

Your child will not be punished for any reason or behavior, including toileting.

Manual restraints are prohibited under EIDBI policy, except in the event of an emergency to keep your child, or other children from injury.

Trained EIDBI staff may use transportation techniques to move your child from point A to point B with your approval. This can assist with the reduction of problem behavior and/or reduce the chance of harm (flopping to the ground in the bathroom where there is hard tile and sharp corners).

Specific protocols (not listed below) for your child will be discussed with you and approved prior to implementation. If a Behavior Intervention Plan is required, this will be written and reviewed in depth with you.

## **FAMILY SKILLS TRAINING**

CSLL encourages parents/family members to participate in their child's treatment. We recommend a minimum of one Family Skills Training (FST) a month. FST is conducted by the Behavior Analyst and/or Program Supervisors. This time is designated to work with the parent(s) and child together and can also include siblings and other family members. FST is best conducted at the center during therapy hours or in the home and is between 1 and 3 hours in duration. The treatment team will do their best to accommodate the family's schedule to incorporate FST. If regular business hours do not work for your family, a telemedicine FST can be utilized. Please note telemedicine is more difficult to conduct and may be limited. FST via telemedicine is limited to 1 hour in duration.

If at any time you would like to visit the center to observe your child, please schedule this with the treatment team so we can follow all HIPPA regulations for your visit.



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If you are interested in additional daily information on your child (e.g., toileting data) or more frequent progress updates, please communicate this to the treatment team and we will accommodate.

Ongoing communication with the treatment team is vital to your child's success. We are happy to be in contact as frequently as possible! We also encourage all questions and concerns regarding your child's development and home or community issues.

## **MEALS/NUTRITION**

Please notify CSLL of any allergies.

CSLL requires each parent to send in food for their child. CSLL will have designated fridge, freezer, and cupboard spots for each child. Parents can send in lunches and snacks daily or weekly. Parents will be sent home a food inventory slip daily that will identify which foods you typically send in are stocked and which foods are low.

CSLL will purchase extra food items (bread, peanut butter, chips) for emergency use or will be provided when a child shows signs of being hungry and they are out of the other food options.

CSLL recommends following the public-school guidelines for balanced and nutritious meals and snacks, including protein, vegetable, fruit, and milk.

NOTE: If your child is a precise or selective eater, you may be interested in our Expansion of Foods Program, which systematically increases a child's interaction with and consumption of new foods. This program helps to ensure your child is getting the nutrients they need. We recommend sending in small portions of preferred foods to aid in the success of this program. More information will be provided to parents who choose this program for their child.

### Birthday Celebrations:

At your discretion, the ABA program would like to celebrate your child's birthday. As preferred, on the designated day, please provide at least 10 nutritionally based snack pieces. This will allow ALL children and staff to participate in your child's birthday celebration. We will sing "Happy Birthday" and share a special treat together!



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## **GENERAL INFORMATION**

- Please label ALL personal belongings with your child's name or initials.
- Staff will update you when we are running low on items that need to be replaced.

DAILY REQUIRED ITEMS in your child's backpack.

- A water bottle
- 3 extra outfits (shirt, pants, underwear, socks, etc.)
- A toothbrush and toothpaste
- Lotion and/or Vaseline (if desired)
- An extra pair of shoes (tennis shoes or slip-on shoes to wear around the center)
- Any additional items preferred

If your child is not toilet trained:

- Diapers/pullups
- Wipes
- Diaper rash cream
- Any additional items preferred

## **Severe Weather**

CSLL follows the Oakdale/Washington County guidelines for weather and other related information. Weather related or emergency closings will be communicated to parents as they become available.

### FIRE / TORNADO / EMERGENCY Practice Drills

Practice drills are conducted monthly, according to the season.

ALL staff and children participate in practice drills following policies and procedures in case of an actual fire, tornado, or emergency.

The following policies and procedures are in place:

#### EMERGENCY PLAN / Fire

In the event of a **FIRE**:

Look to your nearest exit door, gather your child, and exit out the **NEAREST EXIT DOOR.**

**DO NOT MAKE A CALL FROM INSIDE THE BUILDING -**

**BRING your phone outside to safety.**

We will ALL gather outdoors (south end of the building), at the Lutheran Church/door.

#### EMERGENCY PLAN / Weather

In the event of a **WEATHER** emergency:

Immediately gather in the central hallway (509) located on the map.

Further directions will be provided there, depending on the type of weather emergency.



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We will stay in the central safe area until the weather emergency has cleared.

EMERGENCY PLAN / Imminent Threat

In the event of an **IMMINENT THREAT** to life:

Immediately gather in the central hallway (509) located on the map.

Both the bathrooms (510 and 511), room (507) and other surrounding / alternate rooms have locked access, with NO windows. When we gather, we will determine where staff and children can remain in a locked room until the threat is cleared.



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**Please read, initial, sign and date the following information:**

\_\_\_\_\_ I received a copy of the CSLL-EIDBI PARENT HANDBOOK

\_\_\_\_\_ I have read the CSLL-EIDBI Parent Handbook and had the opportunity to ask questions and receive answers related to the CSLL-EIDBI Parent Handbook.

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Parent/Guardian Name / Print:

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Parent /Guardian Signature:

Date: