



# Education Center Parent Handbook

Welcome to Bridgeway Academy. This handbook contains policy and general information. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about Bridgeway Academy. Please sign and return the acknowledgement page.

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## **Bridgeway Academy Mission**

The mission at Bridgeway Academy is to meet the educational and therapeutic needs of children with autism and other developmental disabilities.

## **Racial Non-Discrimination Policy**

The governing board of Bridgeway Academy, located at 2500 Medary Avenue, Columbus, Ohio 43202 has adopted the following racial nondiscriminatory policies:

Bridgeway Academy recruits and admits students of any race, religion, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, religion, color, national or ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs. The school will not discriminate on the basis of race, religion, color, or ethnic origin in the hiring of its certified or non-certified personnel.

## **Education Center Contact Information**

**Phone:** 614-262-7520

(Press 2 for absence or cancellation)

**Fax:** 614-262-7540

**Located At:** 2500 Medary Ave, Columbus, Ohio 43202

## **Staff Contact Information**

### **Executive Directors:**

**Abby David: Ext. 106:** [adavid@bridgewayohio.org](mailto:adavid@bridgewayohio.org)

**Erin Nealy: Ext 104:** [enealy@bridgewayohio.org](mailto:enealy@bridgewayohio.org)

### **Director of Business Operations:**

**Sharee Brandler:** [sbrandler@bridgewayohio.org](mailto:sbrandler@bridgewayohio.org)

### **Director of Development:**

**Carol Argiro:** [cargiro@bridgewayohio.org](mailto:cargiro@bridgewayohio.org)

### **Director of Facilities**

**Mike Ryan:** [mryan@bridgewayohio.org](mailto:mryan@bridgewayohio.org)

**All administrators and therapy departments are available via voicemail at 614-262-7520. Extensions are listed in the phone message.**

- **Classroom emails are: [mascot@bridgewayohio.org](mailto:mascot@bridgewayohio.org). (use singular mascot)**

**Website:** [www.bridgewayohio.org](http://www.bridgewayohio.org)

## Hours and Days of Operation

**Bridgeway Academy hours of operation are:**

**Office Hours:** Monday through Friday: 8:00 AM-6:00 PM

**Therapy Center:** by appointment

**Education Center Student Hours:**

Monday- Thursday 8:40-3:10 and Friday: 8:40-2:00 (No Friday Class for Summer Camp)

Please see the Bridgeway Academy Calendar on our webpage: [www.bridgewayohio.org](http://www.bridgewayohio.org) or in the packet of new student information.

## Enrollment Information

**The following must be completed before a student can be enrolled:**

- Enrollment Application submitted via the Bridgeway Academy webpage
- Placement Evaluation completed by Bridgeway Academy Staff
- Autism Scholarship or Jon Peterson Scholarship (if applicable) Application submitted to Bridgeway Academy
- Copies of a current IEP and ETR submitted to Bridgeway Academy
- *Enrollment into the FACTS payment system*
- *New student intake information completed and returned to Bridgeway Academy*

## Placement evaluation

A placement evaluation will be conducted by Bridgeway Academy staff members to determine:

- A. If Bridgeway Academy is an appropriate placement for the student
- B. If Bridgeway Academy has an opening in an appropriate classroom
- C. Cost of tuition based on the cognitive, behavioral, and academic needs of the student

## Fees

A child is considered to be enrolled in the center only after an Executive Director confirms the availability of space and the required paperwork is received. This includes basic enrollment, health and financial information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical form must be updated every 13 months.

## Tuition/Fees and Payment Policies

Students with an IEP	\$22,720-\$51,400/year
Typical Peer Model 3-4 years old	\$5500
Typical Peer Model 5 and up	\$4500
Summer Camp Fees	\$2500-\$8420

Fees for classrooms will be determined by the Bridgeway Academy admissions team and will be communicated to the parent via a school contract.

Bridgeway Academy utilizes a Tuition management program called *FACTS* for all payments of tuition and other fees. Families will register with *FACTS* and select a payment plan of 1-12 months and set up a payment method. *FACTS* is available to families at any time via internet or phone to review invoices or payment information at their convenience.

Financial Assistance may be available for those who qualify. Please complete the Grant & Aid application portion of the FACTS website.

Tuition covers the classroom services as described in your contract and one music therapy session per week. In addition, Behavior and Education support is given by our team of Program and Behavior Specialists, Behavior Analysts and Psychologists. Each child is given an equitable share of four hours per month per classroom from the psychologist and Behavior Analysts or Program and Behavior Specialists. Typically, the Program and Behavior Specialist will spend 1-2 hours per week in each classroom splitting their time equitably among the students. Additional services are available but will be charged at the rate listed below. County funding is available in some instances.

In addition to school services, Bridgeway Academy offers the following services:

	Full Session**	Partial Session***
Speech Therapy, Occupational Therapy, Physical Therapy*	\$85.00	\$60.00
Device Programming (Speech Therapy Department)	\$70.00	\$17.50/unit
Consultation/Report Writing with Therapist	\$60.00	\$37.50
Music Therapy	\$65.00	\$45.00
Adapted Music Lessons (Music Therapy Department)	\$25.00	
Behavioral Consultation	\$125.00	
Testing	\$125.00	
Music and Speech Group Music Co-Pay when using 3 <sup>rd</sup> party for Speech	\$70.00 \$37.50	
Psychologist Initial Evaluation	\$150.00	
Psychologist	\$140.00	
Music and Psych Group Music Co-Pay when using 3 <sup>rd</sup> party for Speech	\$70.00 \$25.00	
Music Therapy with Psych Co- Treat	\$40.00	
Consultation by BCBA or BCaBA (including Family Partnership)	\$85	
Family Partnership Services	\$85	
<b>Cancellation Fee (without required notice from parent/caregiver)</b>	<b>\$30.00</b>	

\*Families may be eligible for multiple therapy discounts.

\*\*A full session is a combination of direct and indirect services equaling not more than 1 hour.

\*\*\*A partial session is a combination of direct and indirect services equaling not more than 45 minutes. Partial sessions are limited and will only be scheduled at the therapist's discretion  
Bridgeway Academy

### **Third Party Funding**

Several County Boards of Developmental Disabilities, Medicaid, and/or private insurance carriers may have funding sources available to help cover fees for therapies. Please inquire with our Business Office with any questions. Bridgeway Academy is not a provider of managed care Medicaid.

### **Autism/Jon Peterson Special Needs Scholarship**

Bridgeway Academy is a provider of the Autism Scholarship and the Jon Peterson Special Needs Scholarship; all of our programs are eligible for reimbursement provided they are listed on the child's IEP. Annual enrollment in the program requires several steps as outlined by the Ohio Department of Education and will be administered by the Bridgeway Academy office.

### **Delinquent Accounts/Returned Checks**

A \$30.00 fee will be charged for any returned checks due to insufficient funds. This fee applies to *FACTS* payments and payments made at Bridgeway Academy.

### **Late Pick-up Charges**

If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. This is important as many children fear they have been forgotten when parents do not arrive at their usual time. After two warnings a **\$15 late pick up fee will be assessed for each additional late pickup**. Aftercare may be available but should be arranged in advance. If a child is not scheduled for aftercare and we have been unable to reach the parents or emergency contacts by 4:30, we will initiate a call to Children's Services for pick up. If a child is in aftercare after 5:30 and we are unable to reach parents or emergency contacts within 15 minutes, we will initiate a call to Children's Services for pick up.

## **Licensing**

### **ODJFS License**

Bridgeway Academy is licensed under Ohio Department of Job and Family Services. At the end of the handbook you will find an attachment about licensing and other valuable information.

### **Ohio Department of Education**

Bridgeway Academy is approved by the Ohio Department of Education as an Autism Scholarship and Jon Peterson Special Needs Scholarship Provider.

### **Staff/Child Ratios and Maximum Group Size**

The following ratio and group size information is dictated by Ohio Department of Job and Family Services Child Care Licensing requirements. **Because Bridgeway Academy provides a higher level of quality care and education, we will strive to maintain a 1:2 teacher to student ratio in all Early Intervention classrooms and a ratio of no greater than 1:4 in all Preschool-High School Group Instruction classrooms.**

### **ODJFS Ratio Requirements**

1:5 or 2:12	Infants (0-12 months)
1:6 or 2:12	Infants (12 months-18 months)
1:7	Toddlers (18 months-30 months)
1:8	Toddlers (30 months to 36 months)
1:12	Preschoolers (3 years- 4 years)
1:14	Preschoolers (4 years until eligible for kindergarten)
1:18	School agers (eligible for school)

## **ODJFS Maximum group size Regulations**

12	Infants
14	Toddlers 18months-30 months
16	2 ½ -3 yr olds
24	3 year olds
28	4-5 year olds
36	School age children

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include naptime, lunch time, outdoor play or special activities.

## **Staff Information**

### **Staff Qualifications**

Bridgeway Academy staff are certified in CPR and First Aide, and have been through other rigorous training, including but not limited to:

- Applied Behavior Analysis
- Behavior Management
- Lesson Planning and Content Standards
- Peer Buddy Play Implementation
- Social Story Writing and Use
- Confidentiality and Ethics
- Errorless teaching procedures
- Discrete Trial Instruction and Data Collection
- Crisis Management

In addition, most teachers have at least an undergraduate degree in education, special education, or a related field such as psychology, social work, or human development. Other teachers have received extensive training in behavior principles and strategies. Most teachers and staff at Bridgeway Academy have had extensive experience working with children with autism. All therapists of Bridgeway Academy are required to maintain their appropriate licensure, and participate in many of the trainings provided for the teachers. Therapists at Bridgeway Academy specialize with children with autism and other developmental disabilities. Several days throughout the year, Bridgeway Academy will close for staff development days. These days are listed on the calendar. In addition, classroom team meetings are held regularly before and after school with teachers and the leadership team. Continued education and training are valued by Bridgeway Academy and conducted by experts in therapy and education. Staff are encouraged to seek out these learning opportunities and supported in bringing them into practice.

## **Health and Safety**

### **Management of Illnesses**

Bridgeway Academy provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a child displaying the symptoms listed below to school, they will be sent home. Please also plan ahead and have a back up care plan in place if you are not able to take time off from work/school. If a parent cannot be reached to pick up a sick child within thirty minutes we will begin calling emergency contacts until the child is picked up.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact and will be sent home with a letter indicating the symptoms observed as well as the day and time the child may return to school:

- Temperature of 100 degrees F - in combination with any other signs of illness
- Diarrhea (more than three abnormally loose stool within a 24 hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign or symptom of illness
- Sore throat or difficulty swallowing
- Listlessness, lethargy or abnormal mood without cause

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities the parent will be called to pick-up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linen used will be washed and disinfected before being used again.

From time to time the above restrictions may need to be tightened to avoid spread of illness. This includes excluding children for one incidence of vomit or diarrhea. Families will be notified when this additional restriction is in place.

Parents will be notified by a letter in book bag and email if children have been exposed to a communicable illness. **Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.**

### **Child Abuse Reporting**

In accordance with state law and school policy, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

### **Drills**

All students and staff will be trained at least once a month in fire drills. Tornado drills are exercised April - June. Safe school drills will be conducted periodically. Emergency evacuation plans posted in each room are visible to visitors, students, and personnel. All doors will readily open from the inside during school hours.

### **Emergency Medical Forms**

Emergency medical authorization forms shall be kept on each student. These forms will accompany the teacher anytime the students are away from the school building on field trips, community outings, etc. Parents or guardians of an injured or sick child will always be contacted as soon as possible, as deemed necessary by school personnel. This form should also include information on people to call if parent/guardian is unable to pick up sick child. The Emergency Medical form must be filled out by the first week of school. Bridgeway Academy carries supplemental student accident insurance for all students.



## **Food Allergy Policy**

Bridgeway Academy is committed to the safety and health of all students and employees. Therefore, the purpose of this policy is to:

- Provide a safe and healthy learning environment for students with food allergies
- Reduce the likelihood of severe or potentially life-threatening allergic reactions
- Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction
- Protect the rights of food allergic students to participate in all school activities

The Program and Behavior Specialist and/or teacher shall implement a protocol to provide protection for food allergic students. The protocols shall be reviewed and updated at least annually, as well as after any serious allergic reaction has occurred at school or at a school-sponsored activity. In each classroom, the PBS or Lead Teacher shall identify and provide training for all personnel who might be involved in managing an emergency in school. Training shall include the signs and symptoms of anaphylactic shock, epinephrine auto-injector administration, adverse reactions, accessing the 911 emergency system, and preparation for movement and transport of the student. At all times at least one person must be available to administer treatment if an allergic reaction occurs. A Care Plan form must be on file for each allergy for which a student suffers.

## **Medication**

The center will administer medications to a child only after the parent has completed a Request for Medication form and a care plan if necessary. All proper sections must be completed. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's bin or book bag. The only exception to this requirement is for school age children that require the immediate use of an inhaler for a medical condition. School aged children will only be permitted to maintain control of their inhalers. Parents must sign a release form stating that they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler on his person at all times, it may not be stored in a bin or book bag. Anytime the child is unable to maintain control of the inhaler it must be handed directly to the staff member responsible for the child. Epi-pens and emergency seizure medications (i.e. diastat, midazolam nasal spray) will also be kept in the classroom, but out of reach of the children.

## **Prescription/Over the Counter Medications**

All medications must be in their original container and administered in accordance to the instructions on the label. Over the counter medications must have a doctor's signature on the Request for Medication Form before they can be administered. This does not include topical products such as sunscreen and diaper rash cream. We are not allowed to give the first dosage of any medication, whether over the counter or prescription, unless it is to be used during an emergency (i.e. diastat, epipen).

NOTE: Bridgeway Academy requires an action plan from your child's doctor with his/her signature in order to administer prescription medications for the following conditions:

1. Asthma (inhaler)
2. Allergy (epi-pen)
3. Diabetes
4. Seizures

Turn in the appropriate Care Plan prior to the first day of school. If your doctor does not have an action plan form, Bridgeway Academy will provide one for the child's doctor to fill out and sign. Additionally, Bridgeway Academy requires a Request to Administer Medication Form to be updated annually, or whenever prescription medication changes are made, regardless of whether Bridgeway Academy is administering these medications or not. This is important information for Bridgeway Academy to have on file, especially in the case of an emergency.

**Food Supplements/oils:** We cannot give any medication, whether oral or topical, that is not in its original manufacture's container.

### **Meals and Snacks**

Parents are required to provide appropriate foods for lunch and designated snack times. Meals must consist of nutritional food from the following food groups: (minimum portion sizes for a 3-6 year old) protein (1 ½ oz.), grain (½ slice bread or 1/4 c pasta, etc.), and two foods from the fruit/vegetable group (½ c.). Many students at Bridgeway Academy are on special diets. Please be sure to notify the staff of the diet requirements and send appropriate foods. All food items must be stored in a lunch box/bag clearly marked with your child's name. The lunches will be stored in the classroom, please be sure to include ice packs in your child's lunch if foods need to be kept cold and hot packs for food that needs to be kept warm. Bridgeway Academy Staff cannot heat a student's lunch without a written doctor's note. If a lunch does not meet the nutritional requirements then the center is mandated to correct. Parent training will be offered to assist the family in providing an appropriate lunch.

### **Modified Diets**

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Bridgeway Academy will treat supplements as medicine and above procedure will be followed.

### **Food Restrictions**

Bridgeway Academy tries to support each parent and family in the decisions they make regarding food restrictions. If you wish for your child to have a restricted diet, please notify your teacher and an Executive Director immediately. Please fill out the appropriate information with the registration information, and notify us as soon as any changes occur. We will try to work with your family as long as requests for food and substance restrictions are within reason.

### **Toileting**

All parents are requested to turn in the detailed toileting form along with their registration paperwork. It is the parent's responsibility to maintain communication regarding changes in toileting procedures for their child. Please notify the Program and Behavior Specialist or your child's teacher with questions or concerns regarding toileting. It is our policy to encourage independence with each child and his/her toileting and daily living skills. All female students will use the bathroom marked Girls, and all male students will use the bathroom marked Boys. Each parent is required to provide Bridgeway Academy with the child's needed diapers, pull-ups, wipes, and extra clothing. A note will be sent home when supplies become low. If a parent does not send in replacement items for toileting within 3 days of request, a \$5.00 fee will be assessed. Bins in the bathrooms will hold each child's supplies.

### **Outdoor Play**

If weather permits, students will be taken outside for at least one gross motor period per day. Please send your child with appropriate attire for the current weather conditions (i.e.: mittens, hats, coats, etc.). If weather does not permit, students will have indoor gross motor time in the gymnasium. The following temperature guidelines (using wind chill factor and heat index) will be used:

#### **Outdoor Time**

Recess (30 minutes)  
Gross Motor (15 minutes)

#### **Temperature**

25-95 Degrees  
25-95 Degrees

### **Swimming and Water Play**

On occasion, students at Bridgeway Academy will partake in water activities. In the event that children will be in or near water of 2 feet or more, a written permission form will be sent home. Children under 3 will need written permission for all water activities.

## Accidents/Emergencies

### Emergency Contacts

In the event of an emergency or illness requiring a child to be picked up, the first name listed on the contact list will be called. If that person is unable to be reached within a reasonable time the next person will be contacted. Please make your contacts aware that they may be called. Children with an illness should be picked up within 30 minutes of the call.

### Emergency Transportation

Bridgeway Academy will not provide services to children whose parents refuse to grant consent for transportation to the source of emergency treatment.

### Fire/Weather Emergency

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the center, our emergency destination is 235 E Tompkins, a Bridgeway Academy facility. Parents will also be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

### School Delays/Cancellations

Bridgeway Academy will typically follow Columbus City Schools Inclement Weather Cancellations. However, because Columbus City Schools does not have a DELAY option for the district, it is possible that Bridgeway Academy MAY **DELAY SCHOOL BY 2 HOURS** in order to take time to evaluate road and weather conditions. This would not occur on a Friday. If a 2 hour delay is announced, a FINAL decision to close school may be determined and will be announced by 8 AM.

In the event of a 2 hour delay:

- Before Care opens at 10:00 AM
- Therapies scheduled prior to 10:00 are cancelled; therapies after 10:00AM are as scheduled.
- Staff reports at 10:00AM

Students in Early Intervention/Preschool through 3<sup>rd</sup> grade classrooms: 10:40 AM

### **Bridgeway Academy will make the following considerations when assessing closing and delay options:**

- Are snow, ice, and general travel conditions potentially hazardous to staff, parents, and students
- Are wind chill conditions potentially dangerous to the health of children and adults (- 20 and below wind chill factor at 6 or 8 AM (depending on closing/delay))
- Can the building grounds be cleared for safety in time for school
- Is the building in safe working order

## **Bridgeway Academy makes the following efforts to announce closings and delays:**

- Alerts are sent to all major news stations
- You can sign up for a text alert from Bridgeway Academy directly through “Remind” using the instructions below:
  - o To receive messages via text, text @5fbed8 to 81010. You can opt-out of messages anytime by replying ‘unsubscribe @5fbed8
- **You can request a text alert from all the local news stations requesting that Bridgeway Academy alerts are texted to you by the news stations as they occur**
  - o <http://www.nbc4i.com/link/614705/mobile-alerts>
  - o <http://www.10tv.com/content/sections/about/mobile.html>
  - o <http://sbgweb.immktg.com/WSYX/alerts>
- A parent and all staff e-mail is sent out
- A Facebook alert is posted on the Bridgeway Academy Facebook page (if you haven’t already “liked” the page, this is a great opportunity to get regular updates!)  
<https://www.facebook.com/bridgewayohio/?fref=ts>

**We HIGHLY recommend the TEXT ALERTS which help to alert any/every person enrolled as soon as the call is made to the news station.**

### **Lockdown Threats**

If a dangerous or threatening incident occurs in the area of the school, or a dangerous person is suspected to be in the area we will be notified by the police to begin lockdown procedure. In the case of a lockdown, all doors will be locked, and children will be escorted to a safe place with their teacher. An incident report will be sent home explaining the situation.

### **First Aid**

There is always at least one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a “general emergency” or “serious incident, injury or illness”. The report will be provided to licensing staff within 3 days of the incident.

### **No Conceal/Carry- In School Weapon Law**

No person shall knowingly possess, have under the person’s control, convey, or attempt to convey a weapon and/or weapon paraphernalia or dangerous ordinance into a school-safety zone, except for authorized personnel.

## Drop-Off and Pick-Up Procedures

Students in Early Intervention/Preschool through 3<sup>rd</sup> grade classrooms:

	<u>Drop-Off</u>	<u>Pick-Up</u>
Monday-Thursday	8:40-8:50	3:00-3:10
Friday	8:40-8:50	1:50-2:00

If you arrive after the scheduled drop-off and pick-up times, parents should park in the short term parking lot and enter the building, checking in at the front desk. Please do not park in the “NO PARKING” spot or DOUBLE PARK cars in as this blocks the entrance to short term parking.

### Late Arrival / Early Departure

In order to minimize disruptions in the classrooms, please be advised of the following protocol for late arrival and early departure for students:

#### In the Morning

After your scheduled the drop off lane ends, parents should park and escort students into the building. Classrooms will be called at 9:00, 9:15 and 9:30 to pick up students. If a child will be arriving after 9:30 or will not be attending school, please call the front desk: 614-262-7520.

#### In the Afternoon

In the afternoon if a student needs to be picked up early, parents must arrive, park and check in at the front desk **BEFORE** 2:45. After 2:45 students will need to be picked up via the pick-up lane. On Fridays, early pick up should occur **BEFORE** 1:45. **Please call the office if there is an emergency or extenuating circumstance. If a child is picked up after the scheduled pick-up time, AFTER-CARE FEES will be assessed.**

#### Playground Drop Off

Parents should enter on Medary Avenue and turn left into the playground (gated) lot. Parents should pull up and follow a circular drop off along the building and up to the wooden fence. Teachers will come out to the car and assist the child into the building. Please be cautious when pulling up (**watch for children and staff walking to and from cars**) and yield to parents entering the lot while pulling out of the lot.

#### Alley Drop Off

Parents should enter the alley (the block just east of Medary and just west of Deming) from Hudson St. and travel SOUTH on the alley. Parents should pull alongside the building in two parallel lines up to the end of the fence (please do not block the exit to the small short term lot). **Please be cautious of children walking to cars!** After the child has been picked up by the teacher, parents should continue SOUTH on the alley to Tompkins Street and turn right, or continue down the alley until they reach the next block, where they can turn left and take that street to Indianola. When entering via Hudson to the alley, **PLEASE ONLY TRAVEL SOUTH ON THE ALLEY!!**

#### Tompkins Drop Off

Parents should travel down Indianola to Tompkins Avenue and pull to either side of the street ensuring there is sufficient space to drive down the street. Please wait for teachers to come to the car before releasing your child and **PLEASE BE CAUTIOUS OF CHILDREN WALKING TO CARS** and other cars traveling on the street.

#### Release of a Child

Staff will release children only to persons on the release form provided by the parent. If an emergency arises the parent must provide a written, signed note giving the person permission to pick-up their child. Staff will

check ID's of anyone they do not recognize. Please let family or friends know about this ahead of time so they bring a picture ID and are not offended. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol or who fail to provide the proper safety equipment as determined by the State of Ohio. Emergency contacts will be called to transport the child home and Police will be notified if necessary.

### **Field Trips**

On occasion students may participate in community based field trips. Classrooms will provide information regarding the trip in advance. Bridgeway Academy may transport students on our bus or may request parent participation to provide transportation.

### **Arrival to the Center from Other Programs**

At times it may be necessary for a child to arrive at the center from another program or be transported by a non-family member. (Example: Child arrives after a part time Head Start program or a school ager arrives at the center after school for a therapy). If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at the center that day, and then contact the program that they are to have arrived from. We will then consult with the parent to determine further action. For this reason, it is very important that **parents contact the center when their child is not going to be attending.**

## **Parent Policies**

### **Parent Participation/Observation**

Parents are encouraged to participate during activities at the center. Parents have access to the building during hours of operation however; they should schedule observation time with the office so children are not disrupted from activities. **Parents are asked to schedule observations and/or meetings with staff at least 24 hours in advance**, to ensure the appropriate space and technology is available. Teachers, PBSs and Executive Directors are available to discuss a child's progress during quarterly team meetings. Due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversation at times other than quarterly meetings. Teachers want to be able to focus on you and your child at these times.

If parents have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found.

1. Child's Lead Teacher
2. Program and Behavior Specialists
3. The Executive Director assigned to your child's classroom

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. Staff fully realizes that you entrust us with your most precious treasure and we want our relationship to be a good one. On an annual basis Bridgeway Academy may conduct parent surveys to ensure that we are meeting expectations.

### **Nursing Mothers**

Mothers who need to breastfeed can do so in the sitting room on the lower level or in the daycare.

### **Custody Agreements**

If an agreement exists regarding custody of your child please provide all necessary documents.

### **Problems Related to the Center**

If you need assistance in resolving a problem related to the center, please first contact your Lead Teacher, followed by the Program Director for your classroom and the Executive Director.

### **Transitioning**

Students traditionally transition to new classrooms at the beginning of the School year (mid-August).

Transition discussions are usually a part of the team meeting but additional discussion can be requested

by the parent. The staff at Bridgeway wants to partner with your family to ensure a positive transition can occur. On occasion a mid-year transition may be needed in which case a plan will be developed and discussed with the parents in advance.

### **Termination**

Bridgeway Academy believes that a positive and constructive working relationship between Bridgeway Academy and the Student and the Parent is essential to the fulfillment of Bridgeway Academy's mission. Thus, Bridgeway Academy reserves the right not to continue enrollment or to not re-enroll the Student if Bridgeway Academy reasonably concludes that the actions of the Parent make such a positive and constructive relationship impossible or seriously interferes with Bridgeway Academy's accomplishment of its educational and other purposes.

Bridgeway Academy reserves the right to discontinue school or therapy services if at any given time the administration determines that the center cannot appropriately meet the behavioral, educational, or medical needs of a student or therapy client. Teachers, therapists, and administrative staff will work to exhaust all available options, will meet with parents to discuss the possible termination of services, and will work as a team to try to find an appropriate alternative placement when necessary.

### **Therapy Discharge Criteria Addendum**

To ensure our students and therapy clients are receiving optimal care across all education and therapy disciplines, the following will be considered when discontinuing a therapy service(s). This policy will go into effect June 1<sup>st</sup>, 2017. A student/client may be discharged from therapy (one or more discipline) at the discretion of his or her therapist if one or more of the following circumstances apply:

1. No or minimal progress has been made towards 80% of short term and long term goals over a 6 month span
  - a. Student/Client and families will be notified after 4 months
  - b. Alternatives have already been attempted: change in therapist, co-treating with another discipline, change in therapy setting (classroom vs. therapy room), change in time of day of therapy, etc.
    - i. Individual cases will be discussed at therapy department meetings to ensure all options have been explored.
2. Goals remaining, that have been targeted for a minimum of 3 months, are not of interest to student/client and are not pre-requisites or imperative to further skill development.
3. Student/client scores 'average' in 1 or more subtests of a standardized assessment that is applicable to child's age and diagnosis.
4. Student misses/cancels more than 25% of sessions over a 2 month period.
5. For PT Only: The student/client can physically ambulate throughout his or her natural environment using reasonable adaptations (verbal cues for safety, a hand rail on the stairs) **This is an absolute requirement prior to discharge**
6. For PT Only: The student can participate in organized individual or group gross motor activities with reasonable adaptations (verbal cues for safety, demonstrations/modeling of expected skills, assistance from teacher or aide)

Any combination of the above items does not deem an automatic discharge from services; it will be at the therapist's discretion.

## **Education and Student Guidance Philosophies and Policies**

### **Guidance Policy**

Bridgeway Academy Staff has been trained to follow principals of Applied Behavior Analysis (ABA). We treat each child as an individual and take into account developmental and age appropriate management of

behaviors. It is our philosophy to implement positive reinforcement to reward desired behaviors and use extinction and redirection when confronting undesired behaviors. All behavior support plans and goals will be developed in consultation with the parents, teachers, Program and Behavior Specialists, Executive Directors and Psychologists and would be consistent with the requirements of Rule 5101: 2-12-22 OAC. Parents are encouraged to speak with your child's teachers or an Executive Director with concerns or suggestions.

### **Crisis Procedures and Intervention Policies**

Bridgeway Academy implements Franklin County Board of Developmental Disabilities approved procedures for crisis intervention to keep students safe. Franklin County Crisis Intervention includes blocking, redirection, and restraints only when necessary to keep a child safe from himself or others. If Crisis Procedures are utilized, parents will be notified immediately.

### **Supervision of Infants/Toddlers/Preschoolers**

At no time will a child be left unattended. Staff will supervise children at all times, including naptime. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

### **Supervision of School Age Children**

School age children may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions are met: children are within hearing distance of their teacher, the teacher checks on the children regularly until they return, and the restroom is for the exclusive use of the center. One group of no more than six school children, fourth grade age or older, may engage in activities which pose no physical risk to their safety in a room without a child care staff member, as long as the teacher can see or hear the children at all times and checks on the children periodically. Classroom staff will discuss independent options with parents prior to allowing this privilege.

### **Neuro-typical Peer Models**

Bridgeway Academy invites neuro-typical peer models in many of its preschool and kindergarten classrooms. Neuro-typical peers must be toilet trained before beginning as a student at Bridgeway Academy. Additionally, a peer model checklist must be filled out by a parent and/or staff member to determine that pre-requisite skills have been met. Due to the overwhelming response and application for preschool peer model positions, children new to Bridgeway Academy's Peer Model Program must be enrolled at least 5 days per week. Campers new to Bridgeway Academy Peer Program must be enrolled full time

### **Confidentiality**

All information regarding a child's services at Bridgeway Academy are considered confidential. Information will be shared as needed with the members of the child's team including the district of residence representatives and authorized county personnel. The Parent shall maintain confidentiality regarding any Bridgeway Academy's students and clients at all times, on or away from Bridgeway Academy Premises, this includes but is not limited to information regarding: names, ages, attendance, programming, medical, familial, behavioral, and/or progress of students. Any suspected or confirmed violations MUST be reported to a Bridgeway Academy Executive Director as soon as possible and is grounds for immediate un-enrollment of the Student from Bridgeway Academy program.

### **Progress Reporting**

Bridgeway Academy staff will create quarterly progress reports to be submitted as required to the parents and the Ohio Department of Education, as well as the district of residence. Twice per year (see calendar) Parent/Team Conferences will take place. These appointments will be open to all members of a child's team as well as parents and family and be held in the evening on dates listed in the school calendar.

### **Celebrations**

We are always excited to celebrate special holidays and birthdays with students, however, due to the extensive diet and allergy restrictions of so many of our students, it is necessary to limit such celebrations. Each classroom will provide parents with information about the specific limitations of the classroom. Please let staff know your plan one week prior to the celebration.



## **Attendance Policy**

Students who are absent for more than 7 consecutive days without a written excuse will receive a warning letter and/or phone call and an action plan may be created by an Executive Director. If additional consecutive unexcused absences occur, Children's Services will be notified. Fifteen unexcused absences (not calling in for absences or filling out written long term absence excuse) may also result in Bridgeway Academy representatives calling Children's Services as well. Excused absences include illness, religious holiday, death in the family, or professional appointments.

## **Schedules**

Classroom schedules will vary daily according to the class activity and the child's individual needs. The following is a sample of a general schedule used in each type of classroom.

### **Pre-school and School Age**

8:45-9:00 Opening Activity  
9:00-9:15 Education Instruction  
9:15-10:15 Education Instruction  
10:15 Restroom  
10:30-11:30 Education Instruction  
11:30-12:30 Lunch/Recess  
12:30-12:45 Restroom  
12:45-1:45 Education Instruction  
1:45-2:00 Gross Motor  
2:00-3:00 Education Instruction  
3:00-3:10 Dismissal

### **Early Intervention Classroom**

8:45-10:15 Arrival and Individualized Instruction  
10:15-11:00 Individualized Instruction  
11:00-12:00 Lunch/Recess  
12:00-12:15 Transition, quiet time  
12:15-1:00 Individualized Instruction  
1:00-1:45 Individualized Instruction  
1:45-2:00 Gross Motor  
2:00 Snack  
2:15-3:00 Individualized Instruction  
3:00-3:10 Dismissal

Toileting is on an as-needed and individualized basis throughout the day.

Individualized classroom and therapy schedules will be made available upon request.

## Ohio Department of Job and Family Services

### CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Rosters of the names and telephone numbers of the parent or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is: <http://jfs.ohio.gov/cdc>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

***This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.***

## Parent Acknowledgement Form

Parents, after reading the handbook please sign and **RETURN** this page to the administrator. This page of the Student Handbook must be signed and returned before the child attends the center. Please feel free to ask one of the Executive Executive Directors questions about any of the policies in the handbook.

**I acknowledge that I have received a copy of the Parent Handbook for Bridgeway Academy, and have had the policies reviewed with me. I agree to follow all policies outlined within.**

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Student Name

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Parent Printed Name

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Signature of parent/guardian

Date