



August 2016

## ABA HAPPENINGS

Our Line Therapists schedules will be changing August 29th. This means that your child may be working with a different line therapist. Being able to work with different therapists is a very important aspect of learning. The therapists will be shadowing in August to prepare for their upcoming schedules.

### Just a Reminder of our attendance policy:

#### **Attendance/Punctuality**

Consistent attendance to the ABA clinic is crucial to your child's success. We require that clients attend an average of 90% of all scheduled visits. If attendance begins to fall under 90% for 2 consecutive months, we will notify you. If attendance continues to be under 90% we will schedule a meeting to discuss the issues surrounding the absences. Please note that if attendance continues to be under 90%, clinic services may be discontinued.

It is important for our children to have a reliable pick-up time from the clinic. We have experienced many late pick-ups which have resulted in an increase in negative behaviors for certain children. Therefore, if your child is on a 9-3pm schedule, their pick-up time will be 2:45. This will give parents time to speak to line therapists about their child's day and any other program issues. You will be considered late if you arrive after your child's designated pick-up time (i.e., 3:03pm). We do give a few minute leeway due to clocks being set differently. All late pick-ups will be documented.

If a child is picked up late consistently, you will be given a written warning. Upon the next late pick-up, a meeting will be held and the suspension policy will go into effect. The suspension policy is as follows:

If a child is picked up 15 minutes late (i.e., 3:15pm) it will result in an automatic 1 week suspension from services.

If the child is picked up 10 minutes late (i.e., between 3:10-3:14pm) this will be documented and marked as a "late" pick up. Three late pickups will result in a 1 week suspension from services.

Consistent communication about your child's attendance is also necessary for effective management of the clinic. If your child will not be in the clinic, please call 219-791-1400 **ext. 191** (ABA clinic voicemail) by 8:00am that morning. Line therapist scheduling relies on your prompt reporting of absences.

***If you fail to call your child off by 8:00am, you will be charged a \$25 no call/no show fee. All fees will be invoiced to you.***

#### **Important Dates:**

**The Clinic will be closed the following days**

September 5: In-Service Day

October: 13-14 Fall break