

**PRACTICAL
BEHAVIOR
SOLUTIONS**



*In partnership with Back to Basics Learning
Academy, LLC*

Parent Handbook

2025-2026

Practical Behavior Solutions and Back to Basics Learning Academy at our discretion, may change, delete, suspend, or discontinue parts or the entirety of a policy at any time without prior notice.

Some sections of this handbook may be modified to comply with current policies as written by oversight agencies, including, but not limited to, Florida Medicaid, Florida Department of Education, Florida Department of Health, Marion County Fire Marshal, and/or Dunnellon City Council.

Who We Are

Practical Behavior Solutions, LLC is a family-owned and operated organization committed to providing children with the best possible therapeutic experience, aiming to maximize their behavioral and social growth.

What We Believe

Our family believes children deserve an environment that treats them with dignity and respect. We believe in treating children like children. When children come to us, autism HAS them. When we are done with them, they HAVE autism. We believe that all children experience the magic of childhood while getting as much support as possible to overcome challenges. To our core, we believe that as much as our children must learn how to navigate the world we live in, the world must make room for our children.

The science of applied behavior analysis is designed to help us make socially significant changes for our children. There is nothing more socially significant than participating in a program where people see you for who you are- people who can see your strengths and help you overcome your weaknesses. There is nothing more socially significant than walking into a place and KNOWING it is designed just for YOU, a child. We believe in allowing our environment to communicate loud and clear that this place is for KIDS.

Our Vision

All too often individuals with special needs are placed in programs that build isolated skills. Rarely do the skills built in isolation translate into the real world. Our vision is to change that current reality. We have a responsibility to our clients, their families, and our community to develop programs that will produce change. We want our clients to have a sense of safety and belonging. We want to equip members of our community with an understanding of our clients and the unique gifts and challenges they possess. Ultimately, if we can teach our clients to navigate the world while helping our community gain a greater understanding, we will contribute to socially significant change for all.

Our Mission

To provide effective behavior support services to clients and their families

Effective means the support services we provide are designed to empower our clients, their families, and members of the community to experience success. It does not help anyone if our clients cannot take the skills we teach them and use them across every vital aspect of their lives. It does not help families if we develop complex treatment plans that cannot be implemented at home, without our help. It is our job to work ourselves out of a job using the principles of Applied Behavior Analysis to facilitate independence, positive family outcomes, and a stronger community.

What We Do

Our program incorporates the most meaningful aspects of applied behavior analysis and traditional instructional strategies to optimize academic and behavioral achievement for all children. We believe children need to interact directly with developmentally appropriate instructional materials at a pace that supports mastery. We do not teach to a calendar or to a test. We want our children to be able to apply what they learn to their everyday lives.

We chose the name **Practical Behavior Solutions** for our ABA program because we believe in common sense approaches to addressing behavior. We teach children the expectations, we model the expectations, we strengthen (increase) behaviors we want to see and we weaken (reduce) behaviors we do not want to see. Some examples include:

Examples of Behaviors We Want to Increase	Examples of Behaviors We Want to Decrease
Following directions	Refusing to complete assignments/activities
Right time, Right Place	Wandering, leaving an assigned area Acting out, saying things at the wrong time, etc.
Respectful communication	Inappropriate language
Independent transitions	Relying on adults to safely get from Point A to Point B
Independent self-care	Relying on adults for toileting and other basic needs beyond the age of three
Age-appropriate self-advocacy	Being too submissive or too aggressive
Safety awareness	Dangerous actions, lack of awareness of strangers, lack of awareness of bullying/harassment
Respecting property	Property destruction/misuse
Effective, age-appropriate communication	Tantrums, physical aggression, eloping, self-harm
Learning behaviors- time on task, joint attention, task completion, asking/answering related questions, and participation in activities	Inattention, refusal to engage, off-task/distracting behaviors, disruptions, excessive absences, etc.

We chose the name [Back to Basics Learning Academy](#) for our school program because we believe in traditional instructional strategies that teach functional math, functional reading, functional writing, functional science, and community-based social studies. We follow the Florida BEST Standards as outlined by the Florida Department of Education, which sets skill targets for each academic year for our children. We use hands-on materials, direct instruction (meaning human to human not computer to human), computer-based measurement (in case our parents choose to return their child to traditional school), real-world activities, and individualized pacing (we only move on when the child is READY to move on).

Each of our children participates in instruction that fits their unique needs. If a child can read at a third-grade level, we provide instruction at a third-grade level. If that same child is at a first-grade level for math, we teach that child first-grade math. It is that simple. We meet the children where they are and help them grow!

Parents are provided with progress updates every four weeks or more frequently if needed. The academic team develops, supports, and maintains an academic portfolio that is designed to capture mastered skills and concepts that need further development. The team documents the accommodations needed in the event a parent wishes to return their child to public school. Public school teams can utilize the information in the portfolio to develop an appropriate educational plan for the child if it is necessary.

Parents can review the Florida BEST Standards on the Florida Department of Education website or by simply asking their child's teacher to provide a grade-level copy. Instructional materials can be purchased on Amazon, from Lakeshore Learning, and at local chain stores.

Older children will be taught broad topics related to science, nature, and world history. It is not the responsibility of staff to teach children about their **personal views** about politics, religion, or human biology. Children asking questions related to an adult's personal views will be redirected to their parents. We ask all parents to remain vigilant in their instruction of concepts that can leave their children vulnerable to online predators, those who would exploit them, and those who impart their own belief systems on them.

Service Options

Practical Behavior Solutions

Practical Behavior Solutions, LLC provides direct, in-person, medically necessary applied behavior analysis services (ABA) to children from 2 to 12 years of age between 7:45 a.m. and 2:45 p.m. Each child is given a specific treatment schedule based on the service authorization approved by their insurer.

ABA Funding

ABA is considered a medical service like speech, occupational therapy, and physical therapy. It requires a determination of medical necessity. Medical necessity is completely driven by the doctors and the insurance companies. Insurance companies require a comprehensive diagnostic examination (CDE) that includes a standardized autism measure (ADOS, ADOS-2, CARS, GARS, etc.). Insurance also requires a physician's order (PO/referral) for ABA services. The PO/referral must be signed by a medical doctor. Insurance companies will not accept any other signature. Medicaid also requires that the medical doctor who signs the PO/referral must be a Medicaid provider. In some practices, only one or two doctors are Medicaid providers, and the rest are not. If this is the case, Medicaid will reject any signature of any doctor not on their provider list. Please be sure that the person who is ordering ABA is the Medicaid-approved doctor on staff.

Currently, the state of Florida uses a variety of managed care companies as its oversight agencies for all things Medicaid. This means that even though your child's doctor orders ABA therapy, the managed care companies can still deny services. The managed care companies maintain that it is up to the behavior analyst to make a compelling case that ABA is needed and effective and that their job is simply quality control. Our team will do our best to develop a plan that compels the managed care reviewers to approve the services we are requesting, but we cannot make any guarantees those requests will be approved.

Medicaid and other insurers will only fund direct services provided by an approved provider. The insurance companies do not pay for materials, or any other tangible item used for a child's ABA service. Insurance companies will not pay for any services beyond the authorized units. For example, if a child is approved for 20 hours of ABA per week (averages to 4 hours a day) but the child attends our program for 40 hours for the week, we will only be reimbursed for 20 hours. Managed care agents review treatment plans every six months. Renewals and reauthorizations will likely reduce the number of hours a child receives ABA.

Academic Services

Back to Basics Learning Academy offers two options for participating families.

Option One: Homeschool Support

Homeschool support is for families looking to maintain control of the pace and structure of their child's academic progress. The academic team will deliver high-quality, standards-based instruction guided by FLDOE's B.E.S.T. Standards, which can be found on the CPALMs website. The academic team will gather portfolio evidence and monitor the child's progress. At the end of the child's homeschool year (based on the date the child was enrolled in homeschool, not the calendar end of the school year), the certified teacher in charge of the child's academic group will sign the portfolio completion letter. It is the sole responsibility of the parent to request the letter and send it to their child's school district by the designated due date. The parent will be given a binder with all of their child's portfolio evidence. It is the responsibility of the parent to keep that binder in the event the child's district requests an audit. Back to Basics does not keep copies of portfolios. Our team will keep copies of attendance records and the portfolio certification letters we signed for the required seven years. After seven years, all documents will be shredded. (Funded by StepUp or private pay)

Option Two: Formal Academic Enrollment

Formal academic enrollment is for families looking for a formalized comprehensive personal education plan (PEP) for their child that includes all aspects of the academic experience structured, paced, and designed in alignment with a traditional public-school calendar. The team at Back to Basics Learning Academy takes full responsibility for reporting attendance to the State, providing quarterly grades and progress updates, and administering an end-of-year assessment to determine academic growth. Parents participate in PEP development, progress update meetings, and end-of-year planning meetings aimed at targeting goals for the following academic year. (Funded by private pay, StepUp, School Choice, HOPE, and/or other associated scholarships)

Points of Clarification

Practical Behavior Solutions and Back to Basics Learning Academy both use the principles of Applied Behavior Analysis to help reduce problem behavior while increasing skills across all domains of a child's life. We are NOT an alternative school for children with mental health issues or serious behavioral disorders. If a child over the age of 6 requires physical support to refrain from causing harm to themselves or others, that child will not be eligible to participate in our academic program. We are a restraint-free environment. If an emergency arises, we will do whatever is legally and ethically necessary to keep children safe from harm, but the parent will be called to pick the child up. The treatment team will then assess the situation and determine if the child can continue within the program as designed, continue with academic and behavioral support services, or both with our organization.

Our team will make every effort to build a mutually respectful, collaborative relationship with all families seeking our support services. However, there are situations in which philosophies, expectations, and values differ. In those situations, we will end our service relationship with the family and provide them with the relevant documentation needed to move on and enroll elsewhere. Practical Behavior Solutions and Back to Basics Learning Academy are not public entities. Therefore, our service contract will be based on mutually agreed-upon conditions. This means that a parent can terminate services at any time for any reason. However, Practical Behavior Solutions and Back to Basics Learning Academy reserves the right to end services for a student or decline to enroll a student as well. We will make all efforts to ensure that a parent has sufficient time to arrange an alternative placement for his/her child provided the safety of the child or other children and staff is not compromised.

Attendance Policies

Our program is designed to operate twelve months out of the year with limited, but necessary breaks. Due to the learning needs of our children, it is critical we provide ample time for them to interact with the curriculum and master the targeted skills. In addition, some ABA funders do not allow academic instruction during designated treatment times. The twelve-month schedule provides us an avenue to provide high-quality instruction while delivering the medically necessary ABA programs in compliance with Medicaid and insurance funders.

- Students participating in scholarship programs are required by the State to provide an excuse note written by the parent following a one-day absence. If a note is not provided, the absence will be documented as unexcused.
- Students who are absent for multiple days are required to provide a doctor's note supporting a return to school.
- Parents are required to use our ProCare system to communicate a multi-day absence. If a child is absent for more than two days **without** notification from a parent, the child will be considered withdrawn from services. This policy applies to children enrolled in Practical Behavior Solutions, Back to Basics Learning Academy, or both.
- State law requires children to be enrolled and participating in a designated academic program by six years of age. Parents who neglect to enroll their child in a recognized academic program (homeschooling is included) by the child's sixth birthday are at risk of being held accountable for truancy.
- Our team is responsible for reporting attendance to all funders. Funders include Medicaid, Step Up for Students, the Florida Department of Education, and any other entity that provides tuition or reimbursement for services.
- Children must attend a minimum of four hours per day to get credit for academic attendance (Florida law specifies that in order for a student to be considered a full-time student, he or she must receive a minimum of 720 net hours of instruction or four hours per day, based on 180 school days [Section 1011.61, Definition, Florida Statutes]). Some funders do not allow academic instruction while children are participating in direct ABA services. This means we need the entire day to provide both services to our participating children.
 - **We realize our program runs beyond 180 days, however, for sake of attendance reporting and continuity of service, we are honoring the four-hour minimum.**

- Center hours are from 7:45 am-2:45 pm. Children arriving after 8:15 am without a doctor's note will not be granted entry into the center and it will be counted as an unexcused absence. Children leaving before 2:00 pm without a documented doctor's appointment will receive an unexcused check-out. Please refer to the attendance policies for more information.

Drop Off and Pick Up

Children are to be dropped off and picked up in the car line area which is located at the back of the building. For safety reasons, we do not receive or release children at the front door. We understand the car line is long and can get backed up, but we have children who run, individuals unknown to us who walk around the neighborhood, and stray dogs who run across the yard from time to time. The car line is under the cover of the awning, which is the safest way for us to get the children to and from the building safely.

Drop-off times: 7:45 am-8:15 am

Pick-up times: 2:45 pm-3:05 pm

Absences

Florida Law (Section 1003.21, Florida Statutes) states that all children who are either six years old or will be six years old by February 1 of any school year or who are older than six years of age but have not attained the age of sixteen must attend school regularly during the entire school term.

- Excused absences require a doctor's note. Due to our children's medical needs, there is no limit to excused absences. However, if the absences create a situation in which children cannot complete the grade-level requirements by June 30th, then the portfolio assessment will indicate that the child has not met mastery, and it will be recommended that the child repeat the previous grade level.
- Children with up to five (5) unexcused absences in a nine-week period will be considered truant and will be removed from the program.
- Children picked up prior to 2:00 pm without a documented doctor's appointment will receive an unexcused tardy. Children with up to ten (10) unexcused tardies in a nine-week period will be removed from the program.

Early Drop-Off

Child and adult safety is always our top priority. We do not have enough staff to safely supervise children before the 7:45 a.m. start time. Please be aware that some of our employees have children enrolled in our program. Children seen on campus prior to 7:45 a.m. are staff children who are being supervised by their parents before clocking into work.

Late Pick-Ups

Our dedicated team of professionals is committed to providing high-quality support, intervention, and instruction to all children for 7 hours per day. Out of respect for their time and their families, we will not ask them to work beyond their contracted work hours. Florida Employment Law is equally protective of employee time and contractual agreements. Please help us to show our team the respect they deserve and arrive on time to pick up your child.

- The Car line ends at 3:05 pm. Parents who are already waiting in the car line for their child at 3:05 pm will still be considered on time. Any parent arriving on the car line after 3:05 pm will be considered late. Parents arriving after 3:05 pm will be charged a \$10.00 late fee for every 15-minute increment. Parents arriving any time after 3:30 pm will be issued a one-time warning. A second offense will result in removal from the program. Cases in which there is a documented emergency will be excused.
- There are limited exceptions to the late pick-up rule, and it must be pre-approved by the administration, in writing on ProCare, prior to 2:00 pm on the same day.
- Children will not be permitted back on campus until the late pickup fee is paid.

2025-2026 Academic/Service Calendar

Date	Event
06/30/2025-07/04/2025	Summer break
07/07/2025	New school year begins
08/29/2025	Staff development day (no students)
09/01/2025	Closed for Labor Day
09/02/2025	Staff development assignments due by noon
11/24/2025-11/28/2025	Thanksgiving Break
12/01/2025	Staff and students return
12/22/2025-01/02/2026	Christmas Break
01/05/2026	Mandatory Training
01/06/2026	Students return
02/16/2026	Closed President's Day
03/16/2026-03/20/2026	Spring Break
05/25/2026	Memorial Day
05/28/2026	Last Instructional Day

****ProCare** will be used to communicate any weather-related or other emergency closures. Please note that if the local school districts adjust their schedules due to the weather forecast, so will we. Not all parents live within close proximity to the school. We are responsible for mitigating dangerous situations for all our families, our staff, and our local first responders. Just because it is clear at your house, does not mean it is clear at another person's house- this is Florida. Also, we must consider that our school is located near several shelters. This means we have NO control over who is gravitating to our area. If we feel we cannot ensure the safety of our children, we will not remain open.

Dress Code

Our team is aware that sensory integration dysfunction and some of our children's restricted interests can significantly impact the clothes they are willing to wear. Children are permitted to wear any clothing items that maintain their dignity. Parents are asked to be mindful of their children's independent toileting needs. Please do not dress your children in clothing that inhibits toilet training, compromises safe hygiene practices, or has fasteners that are too difficult for them to manage.

We believe our role is to educate and support the social-emotional development of the children who attend our program. To that end, we do not allow graphic tee shirts or other clothing items that showcase inappropriate language, political statements, or other controversial topics. As stated earlier, it is the family's responsibility to impart their value system to their own children. We will not engage in any spoken or unspoken agenda that could lead to conflict or alienation of our students or staff. As individuals, we have our own opinions and values. However, it is not our place to share those views with the children. Please do not put any staff member in a position where they are asked to explain or expand on something a child reads on a tee shirt, binder, backpack, etc.

Our center is a place where children with unique learning needs are provided with an opportunity to learn at their own pace with the support they need to experience success. The academic rigor and social skills instruction are more than enough to keep our children actively engaged. Dress them comfortably and help us get them exactly where they need to be.

Tuition and Fees Back to Basics Learning Academy

Back to Basics Learning Academy, LLC charges \$200.00 per week which amounts to an average of \$800.00 per month for part-time homeschool support (four hours per day). Parents are NOT asked to pay for materials, field trips, or any other expenses outside of the tuition fees. Monthly fees are adjusted based on full-week school closures (for example, parents do not pay

for the weeks of Christmas, Spring Break, or July Fourth). Part-time tutoring fees are due the last academic day each month.

Tuition for full-time private school students (7 hours per day) is \$10,000 per year (\$2500.00 per academic quarter) and is paid quarterly.

Parents can elect to pay tuition privately or they can seek scholarship opportunities.

Private-pay tuition is due on the last instructional day of each month. Children with outstanding balances will not be able to attend class until monthly fees are paid.

Scholarship fees are collected at the end of each nine-week period. Parents are responsible for ensuring scholarship funds are available. Parents are responsible for the balance of any tuition fees the scholarship does not cover. Children with outstanding balances at the end of the nine-week period will not be able to attend class until fees are paid. Please be advised that the nine-week period is nine instructional weeks. The nine-week period is extended to account for the Christmas, Spring Break, and Summer Break weeks.

Rules of Engagement

Our organization operates based on mutual respect. It is perfectly fine to advocate for your child, express concerns, ask questions, and expect transparent communication. Parents know their children best. Parents are welcome to disagree with or request alternative approaches to instruction. In-kind, staff is also permitted to use their professional judgment and experience to determine whether those requests will be fulfilled as stated. Compromise is key to any successful partnership. We will make every reasonable effort to honor parent requests. However, we still must remain compliant with industry best practices and requirements from all our oversight agencies (Florida Department of Education, Medicaid, Marion County Fire Marshal, Department of Health, and the Behavior Analyst Certification Board.)

****Advocacy**, in our organization, is defined as speaking on behalf of another individual who is unable to speak for themselves.

****Advocacy is not:** yelling, threatening, using inappropriate language, making unfounded accusations, demanding unreasonable accommodations, arriving late, dismissiveness, or any other action that dehumanizes another individual.

Any abusive behavior towards staff by a parent, guardian, or designee will result in removal from the program.

Referring to staff by any name outside of their given name is considered abusive and will result in removal from the program.

Accusing staff of wrongdoing in retaliation for being turned away from the car line after the cutoff time, being asked to pick up a sick child, being asked to bring clean clothing for your child, or for failing to honor a non-essential request will result in removal from the program.

Social Media

We are aware in our society that social media has provided many people, kind and unkind, with a platform to voice their opinions, concerns, happiness, sadness, and random musings. While many cite freedom of speech as a defense for disparaging others on social media, there are two things we require people to remember: freedom of speech is specific to the government censoring its citizens, not a license to say anything you want about anyone you want. The second thing we want everyone to remember is freedom of speech is not freedom from consequences for that speech. Any parent or their surrogate posting negative comments about Practical Behavior Solutions, Back to Basics Learning Academy, associate staff, associated parents, or children attending either program will be the cause of their child's immediate discharge from our program with no option for return. If the posts result in causing damages to our operations, we will seek to take legal action to the maximum extent possible.

We also ask parents who come across negative social media posts made by former employees who were clearly fired or parents who were not able to access our services either through dismissal or non-enrollment to please ignore the posts. We appreciate those who wish to defend our services and advocate for the care we truly provide, but in all honesty, the only thing a good faith post does is lead to another nasty one. By God's grace, we know who we are, we know what we do, and we are grateful every day you allow us to do it. Your children and your family deserve our attention. All others need to fade into obscurity.

Safety Protocols

The safety of ALL individuals is a top priority for our team. The following safety procedures are always in place:

- Video cameras in all common areas- video surveillance is used to ensure all staff and children are always protected. Surveillance video is used by the administration to review staff and child interactions at the request of parents and/or staff members. Adrienne Ellers may also review the video to determine if instructional strategies need to be adjusted based on a child's progress or to gain insight into data reported on a child's log note. Staff will also ask to review video footage of their own interaction with a child to see if adjustments to intervention approaches can be made.
 - Due to HIPPA and FERPA, we are not permitted to share videos with parents. However, if parents have a serious concern and wish to view the tape, the

Department of Children and Families can be contacted. Please be mindful of timelines if you want the video available for DCF viewing.

- There are areas in the building for children to hide if there is a safety threat within the community. We are in contact with law enforcement and both local principals to ensure we are made aware of any potential safety concerns.
- When pulling up to the building, be aware of children on the playground. We have a cone in the driveway to signal when children are outside. Please do not enter the driveway at a high speed. If the cone is outside when you arrive, stop at the cone, and someone will come out and move it out of the way. Do not drive around the cone as you may encounter a class heading out to or from the playground.
- **It is critical parents register ALL individuals APPROVED to pick up their child from the center in the ProCare app. Under NO circumstances will children be released to any person who does not have a unique ProCare PIN. It does not matter if we've met the person before. If they are not in ProCare and the parent is not present in the vehicle, the child is not leaving our care PERIOD.**

Volunteers

Parents are welcome to volunteer at the center under the following conditions:

- Must have a current Level 2 Background check
- Must be willing to assist with all children, not just own child
- Must wear a volunteer shirt (provided by us) to indicate to our parents you are actively working with the children
- Must complete a HIPPA certification course (provide the certificate to Michael Ascierto)
- Must complete mandated reporter training (provide the certificate to Michael Ascierto)
- In general, it is not best practice for parents to volunteer in their own child's classroom. Doing so can impact the child's behavior. It can also compromise instructional control. Parents who are volunteering will be assigned to a different room.

Food and Drink

Children have access to their lunchboxes and water/drink bottles throughout the day. We do have a designated lunch time from 11:00 to 12:00, but children are not denied access to their food any time they are hungry.

- Parents must pack food for their children every day.
- Parents should provide as much food as the children will eat for the day.
- We do not have a food service license which means we cannot provide meals to the children. Anything the children eat must come from home.
- At times, the staff members will provide chips, crackers, fruit snacks, and other special treats for the children. Please let us know in writing if your child is not able to participate in special snack times.
- Our company does not employ feeding therapists. If your child requires specialized feeding techniques or requires specific times/temperatures, you may need to reconsider enrollment in our center. Please be advised that we will make every effort to support your child's nutrition, but we are not able to work outside of our scope of practice. There are several special needs/therapeutic daycare centers in Ocala and Dunnellon that may be better equipped to provide the level of care your child needs. It is our understanding they contract with behavior analysts as well.
- Parents are welcome to send in birthday treats or "just because" treats for the children in your child's class. Please let a staff member know if you are planning to send in special treats. We make a big deal out of birthdays and sweet treats in general. Also, if a child in your child's class is on a restricted diet, our staff can plan for us to provide something special for them, too. Whole school treats are appreciated, but not expected. 😊
- Please let us know if you do NOT want your child to participate in special celebrations. Notify us in writing so we can put the information in the child's treatment folder. We do not want to go against any parent's wishes. Absences, later arrival, or early dismissal due to parents keeping a child home to avoid participation in a special event will be excused. Please follow the appropriate reporting procedures.

Personal Hygiene Products

Please be sure to provide any of the following items as they apply to your child

- Diapers
- Wipes
- Pull-ups
- Extra clothes (including underwear if necessary)
- Sanitary napkins (staff will not assist with tampons, so please ensure your daughter is able to use them if that is your choice)

Our staff will support all efforts to toilet train the children. Just like home, toileting accidents do occur, and we will not discipline staff for them. Staff are expected to assist children, ensure diapers are changed, package soiled clothing, and send it home. We do not force children to remain on the toilet for extended periods of time. Each class has a toileting schedule, but the staff is always able to take children to the bathroom as needed.

****If parents are not consistently engaging in toilet training within the home, our staff will not implement a toilet training schedule at our center.**

Toys and Other Items

Children are not permitted to bring toy guns, fake knives, or pretend weapons of any kind on campus. We do not judge the appropriateness of these items for play at home, but they are not appropriate to bring to a school setting. Parents will be asked to immediately return to campus to retrieve the toy the first time. The second offense will result in a one-day suspension. If it happens a third time, the child is at risk of being removed from the program.

Sick Policy

Illness	Action	Follow-up
Common Cold- running nose, dry cough, no fever	None needed	None needed
Allergies- running nose, cough, no-fever	None needed	None needed
Diaper Rash- red, non-raised, marks limited to the diaper area	Cream can be provided by the parent with written instructions for the	None needed

	frequency of application	
Rashes other than diaper rash	Parent must keep child home OR pick the child up within one hour of being called	Doctor's note providing proof of appointment and a return to "school" date
Fever (symptom of an illness/infection)- temperature of 101.0 or higher	Parent must keep child home OR pick the child up within one hour of being called	Doctor's note providing proof of appointment and a return to "school" date and 24 hours of normal temperature <99.0
Elevated temperature- thermometer reading of 99.0-100.0	The parent will be called, and a judgment call will be made by a leadership team member in collaboration with the parent	24 hours of normal temperature <99.0
Deep, productive cough with or without fever	Parent must keep child home OR pick the child up within one hour of being called	Doctor's note providing proof of appointment and a return to "school" date
Vomiting- absent of a gag reflex or result of high levels of activity	Parent must keep child home OR pick the child up within one hour of being called	24 hours of no vomiting or doctor's note providing proof of appointment and a return to "school" date
Diarrhea- Any loose or watery stool not able to be contained in a diaper	Parent must keep child home OR pick the child up within one hour of being called	**If a child was given a laxative or other medical intervention to promote bowel movement, a parent can return the child to the center after stool is able to be contained within the diaper or pull-up. If a child has diarrhea absent of a laxative, then they must remain home for 24 hours after the last episode or provide a doctor's note to include a return to "school" clearance
Ring Worm	Children with or suspected of having ringworm must be picked up within one hour of being called	The child can return with a doctor's note and 72 hours after treatment has begun
Lice	Children with or suspected of having head lice must be picked up within one hour of	After completing a lice treatment and there are no nits in the child's hair or on

	being called	the scalp
Weeping Sores	Children with weeping or bleeding cuts, scrapes, eczema, and other non-communicable rashes that cannot be covered by a band-aid (due to location or sensory issues) must remain home until the sores are scabbed over	**We understand our children are very sensory sensitive, but blood-born pathogen protocols do not allow us to have children with weeping sores or injuries encountering other children, instructional materials, and other common area items. We also cannot guarantee a child with an open or weeping injury will not get an infection by being exposed to contaminants that naturally occur in any facility that cares for young children

Children who were given MiraLAX or any other laxative must remain home until their bowel movements are restored back to normal. Parents sending children to our center after administering MiraLAX or an equivalent will be required to return to the center and pick up their child. If a parent engages in this practice more than once, their child will be removed from the program.

**We understand children with gastrointestinal issues may require laxatives from time to time. Unfortunately, other children in the center can be inadvertently exposed to fecal matter if your child's bowel movement cannot be contained in a diaper or pull-up. While we take time to implement safe changing procedures and post changing clean-up routines, feces that is leaking out of a child's diaper is not always detectable on all surfaces. In addition, some of the cleaning products needed to sanitize porous surfaces are not appropriate for use when the children are present in the center. The following is a list of illnesses children and adults can get if fecal matter makes contact with the mouth or open wounds:

Bacteria

Vibrio cholerae (cholera)

- *Clostridium difficile* (pseudomembranous enterocolitis)
- *Shigella* (shigellosis / bacillary dysentery)^[9]
- *Salmonella typhi* (typhoid fever)^[10]
- *Vibrio parahaemolyticus*^[11]
- *Escherichia coli*^[12]

- Campylobacter^[13]

Viruses

- Hepatitis A^[14]
- Hepatitis E^[15]
- Enteroviruses
- Norovirus acute gastroenteritis
- Poliovirus (poliomyelitis)
- Although most human Coronaviruses are not transmitted fecally (Feline coronavirus, in contrast, is), there have also been reports of SARS-CoV-2 being found in stool samples.^{[16][17]}
- Rotavirus gastroenteritis
- Adenovirus gastroenteritis

Protozoans

- Entameba histolytica^[12] (amoebiasis / amoebic dysentery)
- Giardia (giardiasis^[18])
- Cryptosporidium (cryptosporidiosis)
- Toxoplasma gondii^[13] (toxoplasmosis)

Helminths

- Tapeworms^[12]
- Soil-transmitted helminths

Many of our children place objects in their mouths along with their oral motor tools. It is imperative we ensure all surfaces are as safe as possible for our children. Hardwood floors are washed after all mealtimes and at the end of the day. Carpet surfaces are vacuumed after mealtimes and at the end of the day. Staff will always spot clean as needed. Tabletops are cleaned with natural cleaning products while children are at the center and deep cleaned daily after they leave. Toys are soaked in a bleach and water mixture and dried thoroughly overnight and rinsed to ensure all remnants of bleach water are clear before the children play with the toys.

We realize that parents must work; however, our center provides medically necessary ABA therapy and academic support services to all children. Each child is entitled to a safe, orderly, and sanitary environment always. Please help us accomplish this by following the guidelines above and any others you feel, as a parent/guardian, that are MOST protective for ALL of the children here at our place.

Parents are required to pick up their child from the center when asked to do so by a member of our staff. Failure to pick up a sick child within one hour of the request will result in removal from the program unless otherwise communicated with and APPROVED by a member of the administrative team. Parents are responsible for answering phone calls and/or text messages when their child is in the care of others. Not responding to a phone call, ProCare message or text will not exempt a child from program removal. Please be sure to provide the staff with emergency contact names and numbers.

Communication

Communication is key in any collaborative relationship. All parents have access to the ProCare app and are expected to use it to share and receive information about their children.

- ProCare is used to track attendance, sign-in/sign-out, and special events
- ProCare is the only way parents and staff should communicate. ProCare is most protective of children and their privacy. Parents and staff sharing personal cell phone numbers and engaging in texting puts all parties at risk for unintended complications. Please do not message staff on their personal cell phone. Please use ProCare.
- Parents can schedule parent conferences and parent training sessions at any time. Meetings can be scheduled using the ProCare app by calling (352) 462-7021 or by emailing Bre Roberts at Bre.Roberts@practicalbehaviorsolutions.net.
- Parents can request to meet with any member of the staff. Please note that staff are permitted to request a supervisor to be present during any conference.
- Parents are asked to be mindful of staff commitments regarding providing ABA or academic support to all children.
- Parents are asked to keep in mind that all staff are expected to enforce all policies and procedures set forth by the leadership team. If parents wish to discuss a policy enforcement issue, please arrange a meeting with the Operations Manager (Ray Pfriender-Dunnellon; Kuron Parker-Ocala). Of course, parents can request to meet with Adrienne Ellers, but please expect that the assigned Operations Manager will be present, as well.
- Parents wishing to discuss issues related to treatment plan implementation for ABA programs can schedule a meeting with Dr. Alvies (Sherry), Reagan Dixon (Early Intervention), and/or Adrienne Ellers. Again, parents are asked to keep in mind that a meeting with Adrienne Ellers will include either Sherry or Reagan, depending on the child's age and program.

- Adrienne Ellers is always available to meet with parents to discuss requests, issues, concerns, or personal matters. Meetings can be scheduled via Bre Roberts. Bre is expected to ask all parents requesting a meeting to share the nature of the meeting to ensure she includes all the necessary staff. If it is a personal matter that will not require additional staff, please just let Bre know.

Thank you for allowing us to serve your children!