

NEXT STEP TRANSITION CENTER, LLC

229 EAST VAUGHAN LANE

DEER PARK, TX 77536

832-429-3703

POLICIES AND PROCEDURES FOR DAY HABILITATION

THE POLICIES AND PROCEDURES HAVE BEEN DIVIDED UP INTO RELEVANT CATEGORIES. IF YOU HAVE A QUESTION REGARDING ANYTHING LISTED BELOW, PLEASE FEEL FREE TO CALL US AT 832-429-3703.

FEES

1. THE CRAFT, COOKING, AND TRANSPORTATION FEE OF \$20 IS DUE THE FIRST FRIDAY OF EACH MONTH.
 - A. THE FEE IS USED TO COVER ALL COSTS ASSOCIATED WITH COOKING CLASSES, 2 OR 3 TIMES PER WEEK, CRAFTS, 3 OR 4 TIMES PER WEEK, AND TRANSPORTATION TO AND FROM OUTINGS, 4 OR 5 TIMES PER WEEK

ALLERGIES

1. WE ARE A PEANUT FREE FACILITY
 - A. AS A PRECAUTION, NO NUTS, NUT BI-PRODUCTS, OR ITEMS THAT HAVE COME IN CONTACT WITH NUTS ARE ALLOWED TO BE BROUGHT INTO OR EATEN AT THE CENTER
 - B. ANY ITEMS WITH NUTS, NUT BI-PRODUCTS, OR ITEMS THAT HAVE COME IN CONTACT WITH NUTS THAT ARE BROUGHT TO THE CENTER WILL BE THROWN AWAY WITH NO EXCEPTIONS AND A NOTE WILL BE SENT HOME WITH THE YOUNG ADULT
 - C. PLEASE REMEMBER THIS IS A HEALTH AND SAFETY ISSUE FOR INDIVIDUALS WITH NUT ALLERGIES WHO ATTEND NEXT STEP

ILLNESSES

1. YOUNG ADULTS ARE NOT ALLOWED TO ATTEND DAY HABILITATION IF THEY HAVE ANY ILLNESSES OR HAVE HAD A FEVER WITHIN THE LAST 24 HOURS
2. ANY YOUNG ADULTS WHO SHOW SIGNS OF ILLNESS INCLUDING, BUT NOT LIMITED TO FEVER, COUGH, RUNNY NOSE, VOMITING, AND/OR DIARRHEA WILL BE SENT HOME IMMEDIATELY AND UNABLE TO RETURN UNTIL THEY HAVE BEEN SYMPTOM FREE FOR 24 HOURS AND HAVE A DOCTOR'S NOTE WHEN APPLICABLE.

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LUNCHES

1. YOUNG ADULTS MUST HAVE LUNCH EVERYDAY, UNLESS IT IS STATED LUNCH WILL BE PROVIDED OR THEY WILL HAVE THE OPPORTUNITY TO PURCHASE LUNCH ON THE CALENDAR.
2. IF YOUNG ADULTS PLAN TO ATTEND OUTINGS IN THE COMMUNITY, THEY MUST BRING A SACK LUNCH ON THOSE SPECIFIC DAYS
 - A. THEY WILL NOT HAVE THE OPPORTUNITY TO HEAT UP LUNCHES WHEN ON OUTINGS

DRESS CODE

1. YOUNG ADULTS SHOULD BE DRESSED APPROPRIATELY FOR THE WEATHER AS WELL AS THE OUTING AND/OR ACTIVITY PLANNED FOR THE DAY
 - A. YOUNG ADULTS INVOLVED IN VOCATIONAL TRAINING AND SUPPORTED EMPLOYMENT, MUST BE DRESSED PROFESSIONALLY OR THEY WILL BE UNABLE TO GO TO JOB SITES
 - B. IT IS STRONGLY RECOMMENDED THAT YOUNG ADULTS WEAR CLOSED TOED SHOES FOR OUTINGS LIKE THE PARK AND ACTIVITIES LIKE EXERCISE AND DANCE
 - C. IT IS STRONGLY RECOMMENDED THAT YOUNG ADULTS WEAR SUNSCREEN AND BRING SUNSCREEN FOR OUTINGS IN WHICH THEY WILL BE OUTSIDE
 - I. STAFF MEMBERS WILL REAPPLY SUNSCREEN, IF NEEDED BUT THEY WILL NOT APPLY THE FIRST COAT AT THE START OF THE DAY

RESTROOMING YOUNG ADULTS

1. PARENTS WILL PROVIDE ALL SUPPLIES FOR RESTROOMING THEIR YOUNG ADULTS
 - A. INCLUDING, BUT NOT LIMITED TO: GLOVES, DIAPERS, WIPES, DISPOSABLE CHANGING MATS AND ANYTHING ELSE REQUIRED TO PROPERLY RESTROOM YOUR YOUNG ADULT
 - B. SUPPLIES ARE REQUIRED TO BE SENT IN BY THE FIRST OF EVERY MONTH
2. PARENTS ARE REQUIRED TO SEND IN AN EXTRA PAIR OF CLOTHES IN A ZIPLOCK BAG LABELLED WITH YOUR YOUNG ADULT'S NAME
3. AT LEAST TWO STAFF MEMBERS WILL ALWAYS BE PRESENT AND ASSIST IN RESTROOMING OR DIAPERING YOUNG ADULTS AS REQUIRED
4. ANY ACCIDENTS DURING AM TRANSPORTATION WILL RESULT IN A CLEANING FEE

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COMMUNICATION WITH STAFF

1. ALL PERTINENT INFORMATION CAN BE FOUND ON OUR WEBSITE
WWW.NEXTSTEPTRANSITIONCENTER.ORG OR ON OUR MONTHLY CALENDAR
 - A. PLEASE CHECK THESE TWO PLACES PRIOR TO CALLING OR EMAILING
QUESTIONS OR CONCERNS
2. OFFICE STAFF IS AVAILABLE TO ANSWER ALL QUESTIONS BETWEEN THE HOURS OF
8:00 AM AND 4:00 PM MONDAY THROUGH FRIDAY, EXCLUDING HOLIDAYS, AT
832-429-3703
3. ANY QUESTIONS DIRECTED TO SPECIFIC STAFF MEMBERS MUST BE SENT VIA EMAIL
 - A. TRACI: T.JOHNSTON@NEXTSTEPTRANSITIONCENTER.ORG
 - B. CINDY: C.SAUNDERS@NEXTSTEPTRANSITIONCENTER.ORG
 - C. ELENO: E.ESPINOZA@NEXTSTEPTRANSITIONCENTER.ORG
 - D. KATHARINE: K.STERBENZ@NEXTSTEPTRANSITIONCENTER.ORG
 - E. KATHY: K.GONZALES@NEXTSTEPTRANSITIONCENTER.ORG
 - F. JESSICA: J.SMITH@NEXTSTEPTRANSITIONCENTER.ORG
 - G. DEE: D.PULIDO@NEXTSTEPTRANSITIONCENTER.ORG
 - H. MARY JANE: M.GARZA@NEXTSTEPTRANSITIONCENTER.ORG
 - I. JUAN: J.VALADEZ@NEXTSTEPTRANSITIONCENTER.ORG
 - J. DIANA: D.GARZA@NEXTSTEPTRANSITIONCENTER.ORG
4. STAFF MEMBERS HAVE INDIVIDUAL SCHEDULES AND WILL ONLY BE AVAILABLE TO
ANSWER QUESTIONS DURING OFFICE HOURS THEY SET, BUT AS A GENERAL RULE OF
THUMB BETWEEN 8:00 AM AND 5:00 PM MONDAY THROUGH FRIDAY
 - A. PLEASE BE RESPECTFUL OF THEIR TIME OFF WORK
5. YOUNG ADULTS IN NEED OF TRANSPORTATION MUST MAKE RESERVATIONS USING
THE TRANSPORTATION GROUP ON THE GROUPME APP ON SUNDAY BETWEEN THE
HOURS OF 7:00 PM TO 9:00 PM PRIOR TO THE WEEK STARTING
 - A. ANY REQUESTS MADE AFTER THIS TIME WILL NOT BE HONORED

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POLICIES AND PROCEDURES ACKNOWLEDGEMENT

PLEASE SIGN BELOW TO CONFIRM THAT YOU UNDERSTAND ALL THE POLICIES AND PROCEDURES OF NEXT STEP TRANSITION CENTER. ALL POLICIES AND PROCEDURES ARE SUBJECT TO CHANGE AND ANY CHANGES WILL BE SENT OUT VIA EMAIL. RETURN A SIGNED COPY OF THIS ACKNOWLEDGEMENT TO NEXT STEP TRANSITION CENTER AT YOUR EARLIEST CONVENIENCE. FEEL FREE TO CONTACT US AT 832-429-3703, IF YOU HAVE ANY QUESTIONS OR CONCERNS REGARDING THE ABOVE STATED POLICIES AND PROCEDURES.

INDIVIDUAL(S) NAME: _____

PARENT/LAR/GUARDIAN'S NAME:

PARENT/LAR/GUARDIAN SIGNATURE:

DATE: _____