

THE EXCEPTIONAL FOUNDATION

Policies for Participation

To maintain adequate staffing and ensure the safety and well-being of all participants, The Exceptional Foundation requires the following:

I. Enrollment/Attendance Policy

- a. Paperwork will be completed upon enrollment by participant's parent/guardian. It is the responsibility of the parent/guardian to notify The Exceptional Foundation of any changes that should be made. All changes will require the completion of new paperwork/forms.
- b. Please allow at least one week to process paperwork for new and returning participants.
- c. Attendance will start on the 1st of the month for new participants.
- d. Participants must adhere to their selected enrollment schedule.
- e. To change a participant's enrollment schedule, an Enrollment Form must be completed prior to the 15th of the month. If approved, changes will be implemented on the 1st of the month following receipt of the completed Enrollment Form.
- f. Individuals who wish to drop-in are required to give notice to the Program Manager at least 24 hours in advance of attending to ensure there is adequate space that day. Payment is due upon approval of drop-in day. \$50/day for the Adult Day Program and \$25/day for the After-School Program.
- g. Extended absences from the program for any length of time without notification and without paying monthly tuition will automatically forfeit the participant's regular enrollment status. The Exceptional Foundation reserves the right to offer that vacated spot to an individual on the admission waiting list.
- h. To withdraw from the program, a Withdrawal Form must be completed and returned to the Program Manager by the 15th of the participant's last month to attend. Full tuition is due for the participant's final month regardless of when attendance is ceased.
- i. If a participant wishes to re-enroll in The Exceptional Foundation's daily programs, there will be a \$100 processing fee and a new enrollment form will need to be submitted by the 15th of the month prior to month the participant wishes to start.

II. Payment Policy

- a. Tuition is billed on the 1st of each month and is late after the 15th. Failure to pay by the 15th will result in a \$25 late fee. A \$25 late fee will also be applied for returned checks.
- b. Unpaid balances after the 30th will result in suspension and/or dismissal from the program.
- c. An annual Enrollment Fee of \$120 will be billed in January of each year.
- d. Credits are not given for absences, including those due to illness, inclement weather or other conditions/circumstances beyond our control.
- e. There is no reduction in tuition for scheduled closings.
- f. The Exceptional Foundation does not accept cash payments. Credit card, debit card, checks and money orders are accepted.
- g. Failure to pick up on time will result in a late fee. Any late pick up will result in a \$25 late fee. There will be an additional late fee of \$1 per minute. The participant will be subject to suspension and/or dismissal upon the third violation.
- h. Program tuition is as follows:

Adult Day Program (7:50 a.m. – 5:30 p.m.)

4 days per week - \$380 monthly
3 days per week - \$345 monthly
2 days per week - \$285 monthly
1 day per week - \$220 monthly

Youth After-School Program (3:00 p.m. – 5:30 p.m.)

4 days per week - \$165 monthly

3 days per week - \$150 monthly

2 days per week - \$125 monthly

1 day per week - \$110 monthly

III. Fieldtrip/Extra Event Policy

- a. Participants will be signed up for field trips, extra activities, programs, etc. upon receipt of both a completed activity form signed by the parent/guardian and full payment. Participants cannot sign themselves up for, nor attend, field trips and activities for which payment has not been received.
- b. If a participant is put on the waitlist for a field trip or activity, the parent or guardian will be notified via email.
- c. Credits will be issued for field trips when notice of absence is given to the Activity Manager 24-hours prior to the field trip(s) or when an individual placed on a waiting list for a field trip does not get to attend.
- d. Credits will not be given when items are pre-purchased for field trips and activities.
- e. Participants who use transportation services will not be signed up for afternoon field trips.
- f. All balances from the previous month must be paid in full before paying and signing up for the current month's fieldtrips and extra activities.
- g. It is the responsibility of the parent/guardian, not the transportation service, to ensure that the participant arrives on time for field trips.
- h. Participants cannot be dropped off or picked up at the field trip venue.
- i. New participants will be allowed to sign up for field trips after the completion of the 30-day evaluation period.

IV. Medication/Health Policy

- a. In case of illness, participants must be symptom-free without medication for at least 24 hours before attending or returning to The Exceptional Foundation.
- b. Daily prescription medication to be dispensed by The Exceptional Foundation staff must be provided on a weekly basis only in pre-packaged, blister pouches provided by the pharmacy. Each pre-packaged pouch contains exact dosages according to the time medication is to be administered. Prescription medication not meeting this standard will not be dispensed.
- c. The Exceptional Foundation's "Authorization for Medication Form" must be filled out completely for each medication to be administered. The form must match the prescription label. Any medication not meeting this standard will not be dispensed.
- d. Non-prescription medication must be in original packaging and an "Authorization for Medication Form" must be completed. Any medication not meeting this standard will not be dispensed.
- e. Any medication that is not picked up at the end of a session or once a notice has been sent will be properly disposed of and documentation will be filed.

V. General Policies

- a. Program Criteria:
 - Must be age 5 and up
 - Must have independent self-help skills (i.e. toileting, feeding without assistance)
 - Must be able to follow simple commands and participate in activities with minimal assistance from staff.
 - Must have established social maturity to the degree that he or she is able to interact appropriately with program participants.
 - The physical, cognitive, and medical needs of participants must be such that they do not require one-on-one assistance or exceed the established participant/staff ratio.

- There will be a 30-day evaluation period to determine if our program can adequately address the needs of the participant.
- b. Participants should not be dropped off prior to opening. The Exceptional Foundation is not liable for participants who are dropped off prior to daily opening at 7:50 a.m. or for participants who are dropped off early for special events.
- c. In the case of inclement weather, The Exceptional Foundation will send out information regarding closings and delays via CareCast. Closings and delays will also be displayed on local television stations.
- d. Please notify The Exceptional Foundation of any changes in transportation.
- e. Please label everything. The Exceptional Foundation is not responsible for lost or stolen items.
- f. Electronic devices (i.e., cell phones, tablets, iPods, etc.) are not allowed.

VI. Online Forms

- a. **Change in Enrollment-** <http://tefbhm.org/enrollmentchange>
For current participants who wish to change their enrollment schedule.
- b. **Withdrawal Form** – <http://tefbhm.org/withdrawal>
For current participants who wish to completely withdraw from the daily programs.
- c. **Returning Participant Enrollment** – <http://tefbhm.org/returning>
For previous participants who wish to return to the daily programs.
- d. **Participant Paperwork Update** – <http://tefbhm.org/paperworkupdate>
For current participants who need to update their full participant paperwork.