



Adult Day Program Handbook

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Program Description

The Shining Abilities' Adult Day Program has a vision to provide recreational programming that focuses on helping our participants live a well rounded, fulfilling life. With opportunities for socialization, building life skills, community outings, and vocational training we want all our participants to recognize and see their full potential. While attending our day program, participants will have the opportunity to work towards whole program goals while also focusing on individual achievements. The direction of the day program will continue to change and evolve as the program grows, but the initial focus will remain a priority.

Benefits

The Board of Directors and staff of Shining Abilities know that registering for a day program is a huge commitment for not only the participant but the entire family. We are honored that you are considering Shining Abilities' Adult Day Program as a potential place for your participant to continue to learn, grow, and socialize. It is our mission and vision to provide opportunities for our participants to see their full potential, realize their dreams, while helping build and achieve individual goals, and so much more. We will go beyond the typical recreational day program to work towards independence, job training, and social skills, all while creating whole body wellbeing.

While Shining Abilities' continues to grow it's program offerings, resources, and opportunities for our families, we will keep in mind the financial obligation that comes with participation in the adult day program. Your financial commitment comes some special perks:

- Northern Lights Special Olympics Membership fees waived (for currently enrolled day program participants)
- Priority registration for currently enrolled day program participants for other programs and resources

2023/2024 Program Calendar

Fall Session

September 6 - December 22

No program dates (10/9 & 11/22-11/24)

Winter Session

January 3 - March 22

Spring Session

April 2 - May 24

Summer Session

June 3 - August 30

No program dates (July 4-5)

Calendar is subject to change, any changes or updates will be communicated to families with participants registered. The full calendar will be available at time of registration or upon request.

Eligibility Criteria

The Shining Abilities' Adult Day Program is a year-round vocational day program designed to meet the needs of individuals 18 years and older with mild to moderate developmental disabilities. While it is Shining Abilities' intent to accommodate participants with various disabilities throughout the different programs offered, it is necessary for potential participants of the adult day program to meet essential eligibility criteria listed below. Additional accommodations will be considered, provided they don't deviate from the basic nature and goals of the day program.

Day program participants must:

- Be able to function at a 1:6 staff to participant ratio.
- Actively and independently participate in the variety of planned activities and daily tasks.
- Contribute to the group and work toward program goals.
- Have the ability to cope with changing situations and demonstrate flexibility.
- Physically tolerate varying activity levels and the logistics of the program.
- Display independent personal care (i.e. hygiene, toileting, feeding, etc.). All participants must be able to care for their own personal needs, this includes being able to use the washroom and change themselves independently. Assistance may be provided for individuals with a physical impairment for transferring in and out of his/her wheelchair. These requests will be reviewed on a case-by-case basis, to ensure the safety and wellbeing of all parties involved.

Code of Conduct

Due to the nature and goals of Shining Abilities' Adult Day program all participants must show appropriate behavior that will not affect the safety of any individuals including themselves. All participants must follow and adhere to the general code of conduct as listed below:

- Display the ability to conduct themselves in a socially-appropriate manner.
- Show respect to all other participants, staff, volunteers, members of the community, and themselves.
- Refrain from offensive behavior including; foul language, offensive gestures, and inappropriate touching of other participants, staff, and members of the community.
- Listen and comply with staff direction and the program rules.
- Refrain from causing bodily harm to others and themselves.
- Show respect to the facilities, equipment, and personal property.

Behaviors contrary to the Code of Conduct will not be tolerated, and will lead to review of the participant's eligibility within the day program.

Application Process

If you are interested in applying to join the Shining Abilities' day program, the following steps must be completed.

- Email Jenny (jsimpson@shiningabilities.org) or Jessy (jfindley@shiningabilities.org) to set-up an intake assessment with yourself and your participant.
- After the intake assessment has been scheduled, you will receive an email with the intake forms that must be completed and emailed back no later than two (2) business days prior to your scheduled assessment.
- At the intake assessment, staff will explain the program in more detail, answer any questions you or your participant may have, and conduct the interview process to determine eligibility.
- If applicable, families can schedule a trial day - a day for the participant to try out the day program to determine whether the program is the right fit. At the staff's discretion, a trial day may be required to help staff determine if eligibility criteria has been met. It is highly recommended that a trial day is scheduled.
- Once staff have reviewed the participant's forms, assessment notes, etc., a decision regarding eligibility will be made. This decision may take up to five (5) business days. Families will be contacted and, if the participant is determined to be eligible, next steps for registration will be outlined. If registering in the middle of a session, actual start date will be determined based on space available, and staffing needs.
- If it is determined a participant does not meet the eligibility criteria, their forms will remain on file. As the program grows and evolves, if eligibility criteria changes, those participants will be contacted to restart the application process.

Application Fees

The Application Fee to register for the Shining Abilities' Adult Day Program is \$1,200. This fee helps to cover administrative costs. This one time fee is only collected after the intake assessment has been completed and eligibility for registration has been confirmed. This fee is non-refundable should a family move, has a change of schedule and is unable to register, has found another day program, employment, etc.

Participants starting Fall 2023

One time only the application fee can be split up into three (3) payments of \$400, if needed. The fee must be paid in full by November 2023 to be eligible to register for the Winter 2024 session.

Participants starting after Fall 2023

The application fee of \$1,200 will be required at time of registration.

This one time application fee grants priority registration over new participants joining the program.

Registration Options

Registration will be conducted on a quarterly basis; Fall, Winter, Spring, and Summer, with a variety of registration options to choose from.

Fall (September - December)

Winter (January - March)

Spring (April - May)

Summer (June - August)

Each season families will have the opportunity to select their attendance preference; Monday-Friday, Mon/Wed/Fri, or Tue/Thurs. Registration priority will be given to those families that choose full-time attendance (1-week priority), afterwards part-time attendance registration will open. Special registration request will only be considered once registration has closed.

Payment plans will be available and can be customized to meet your families needs, however, registration fees must be paid prior to attending. For example, if you sign up for fall, the month of September must be paid prior to the month starting. Monthly costs, based on attendance days, will be available prior to registering.

Fees:

Monday-Friday daily fee \$60

Mon/Wed/Fri & Tue/Thurs daily fee \$75

Program Policy

- When arriving to the program, please ensure your participant enters the facility and you see a staff member. If your participant will be utilizing public transportation, please make sure you inform the staff prior to attending, so we know to anticipate your participant's arrival. All participants will be required to sign-in/sign-out each day.
- Programs may be canceled due to inclement weather or unforeseen circumstances that create an unsafe program space or jeopardizes the integrity of the program. Program cancellation will be a last resort. When a program is canceled, a credit may be applied to the families' account.
- Shining Abilities' Adult Day Program provides an approximate 1:6 staff-to-participant ratio. If you are requesting a different ratio, please indicate the reason on your intake questionnaire, however, this does not guarantee the accommodation will be available.
- Participants must be picked up by 3:00 pm at the end of each program day. Please communicate with staff if you are running late. Late pick-up creates additional staff costs and Shining Abilities observes the right to assign fees if this becomes an ongoing occurrence. A minimum fee of \$15 will be assigned for every 15 minutes late.

Program Policy

- If a participant will be absent, please notify the Shining Abilities office. If a participant is absent due to a contagious illness please inform staff.
- If someone other than the participant's parent/guardian will be picking him/her up, a note must be sent to the staff and the designee must present staff with a valid driver's license upon pick up.
- While staff will assist participants with their belongings at programs, Shining Abilities is not responsible for lost or stolen property. Participants should not bring valuables to programs.
- Consumption of alcohol is not permitted at Shining Abilities Adult Day Program (this includes adults, ages 21 & Older).

Healthcare Policy

Shining Abilities' staff and volunteers are not licensed healthcare providers. Therefore, staff has the authority to refuse any participant who shows signs of illness using the following guidelines:

- **A temperature of 100.4 degrees or higher:** A participant who is ill may not attend the program, even if controlled by medicine.
- **Vomiting:** A participant who vomits will be sent home.
- **Diarrhea:** A participant who has diarrhea twice in one day will be sent home.
- **Strep Throat:** A participant must be on antibiotics for 24 hours before returning.
- **Pink Eye:** A participant with pink eye or conjunctivitis will be sent home. Participants may return after three (3) doses of eye drops.
- **Head Lice:** A participant must remain at home until the first treatment is completed, with no further active lice or nits seen.
- **COVID-19:** Shining Abilities will follow the current CDC guidelines.

This is not a complete list of communicable diseases, but instead a brief overview. A doctor's note will be required for readmission after any communicable illness. If you have any questions regarding an illness, please call in advance before dropping your participant off.

Healthcare Policy Cont.

It is each parent/guardian's responsibility to verify their participant's daily health is adequate before bringing him/her to the program. A participant who shows signs of illness should stay home for the benefit of all. If your participant is exposed to a communicable disease, you must notify us immediately for the protection of the participants, staff, and volunteers.

If a participant becomes ill or injured while at the day program, their parent/guardian will be notified immediately. Staff will use the emergency contact list provided if a parent/guardian is unavailable.

Medication may be administered while at the day program only after the "Permission to Dispense Medication" form has been completed. Shining Abilities' staff are trained in CPR/First Aid and are capable of administering most medications. However, staff are not trained to administer insulin, test blood sugar, or administer other injections. If your participant requires medication during program hours, please speak with staff to ensure the accommodation can be met. All medications must be in their original bottle/packaging and any prescriptions must have the original label with instructions for administration. Any other over the counter medications should be labeled with your participants name and date.

Photo/Video Policy

Shining Abilities occasionally takes photographs or video of participants for promoting/advertising our programs, services, events, activities, and facilities in our brochures, website or agency social media, and other promotional avenues. By registering for, participating in or attending Shining Abilities' Adult Day Program, the participant (or parent/ guardian) irrevocably agrees to the use and distribution by Shining Abilities of his or her image (or child/ward) in photographs, video recordings, and any other electronic reproductions of such program, events and activities for any purpose without inspection or approval and without compensation, rights to royalties or any other consideration now and in the future. The participant's identity is kept anonymous.