

Boston Higashi School Continuing Adult Education Program Procedures and Policies

PROGRAM PURPOSE AND OBJECTIVES

The Continuing Adult Education Program (CAEP) at the Boston Higashi School (BHS) provides opportunities for adults with Autism Spectrum Disorder (ASD) to participate in quality activities by utilizing highly trained staff and state-of-the-art infrastructure. Alongside their caretakers (e.g., parents, group home staff, etc.), BHS former students (participants) will engage in a variety of activities based on a rich curriculum that is aligned with the Daily Life Therapy® educational approach. Because this program is anchored in the notion that education is a lifelong experience, the activities offered through this program formed part of their curriculum when they were students at BHS. The activities included in CAEP provide opportunities for skill development in areas of deficit for individuals with ASD, including fine and gross motor skills, socialization, leisure, recreation and cognition. Through this, participants will be engaged in a fun and friendly community where they can establish healthy habits and strong relationships. The ongoing availability of this program will help the adults to not only establish, but also maintain these skills, thereby promoting outcomes in overall well-being.

CAEP Fall 2018 SESSION DETAILS

- Program Schedule

The Fall 2018 sessions will take place on 6 Saturdays, 9/8, 9/22, 10/6, 10/20, 11/3, and 11/17, from 10:30 am to 3:00 pm.

- Program Activities

The session will include the structured activities like swimming, music, jazz band, art, vocational training, dance, and cooking.

Activities will be supplemented by opportunities for exercise (i.e., a walking/jogging session at the start of the day) and social interaction (e.g., lunch). Based on the nature of the activity, class times can range anywhere from 35 to 75 minutes in length.

- Registration Schedule

Registration for the Fall 2018 Session opens on July 20, 2018 and closes on August 9, 2018. Acceptance into the program will be determined based on program capacity and the committee's discretion. Legal guardians will be emailed by August 20, 2018 regarding a participant's acceptance or deferral.

- Registration Form

Registration should be completed using the official CAEP Online Registration Form, which is available through the Boston Higashi School website: www.bostonhigashi.org/alumni.

In order to fill out the form, applicants must confirm that they have read and understand these Policies and Procedures.

- **Tuition & Lunch**

A link to PayPal will be emailed to legal guardians of accepted participants on August 20, 2018. This link will provide three payment options so that lunch can be ordered for the participant and/or caretaker, or not at all:

Option #1: Tuition + 2 Lunch Packages = \$500

Option #2: Tuition + 1 Lunch Package = \$475

Option #3: Tuition without lunch = \$450

One lunch package includes 6 bagged lunches (1 lunch per day). For example, if both the caretaker and the alumni want lunch, Option #1 is recommended.

Please note that the Boston Higashi School cannot accommodate for any gluten free or other dietary restrictions, so participants with such needs should bring their own lunch from home.

If a participant or caretaker brings lunch from outside of BHS, refrigerators will be available in the Culinary Arts Room for storage.

Please note that the Boston Higashi School campus is nut-free, so products such as peanuts, peanut butter, and tree nuts are strictly prohibited.

CAEP PROGRAM POLICIES

- **Participation**

Caretakers who bring the participants should be aware that they are expected to participate in all activities.

- **Behavioral Management**

It will be the primary responsibility of the caretaker to stay with the participant at all times, to manage behaviors, and to maintain safety. Caretakers who attend must be capable and vigilant in terms of managing the behaviors of the participant.

- **Medical Responsibility**

Caretakers are responsible for disclosing any medical issues (e.g., seizure disorder, allergies, etc.) to Boston Higashi School staff upon registration and should indicate necessary accommodations (e.g., seizure shirt). Likewise, caretakers should monitor health of the participant while attending the program and should administer necessary medical items (e.g., medications, EpiPen®, sunscreen, bug repellent).

Any medical changes or updates should be notified to CAEP staff members in a timely manner.

Legal guardians will be responsible for any medical expenses or transportation costs related to the participant's illness or accident. In the event of an emergency, 9-1-1 will be called.

Some activities in this program may be strenuous. Prior to enrollment, participants should check with their doctor.

- **Personal Belongings**

In order to ensure full participation in all activities, caretakers are responsible for bringing the appropriate items for both the participant and for themselves. Please note that everyone will need to have clothing for swimming (e.g., bathing suit, towel, sandals), jogging (e.g., athletic attire, sneakers, short sleeves), and art (e.g., clothes that may get dirty).

The Boston Higashi School is not responsible for personal belongings brought to the program by participants, adult service providers, and parents/guardians, and will not reimburse for lost, damaged, or stolen items.

- **Attendance/Absence**

Guardians and caretakers are responsible for informing the program staff of participants' absences or tardiness by emailing BHSalumni@bostonhigashi.org and/or by calling Dr. John Maina at (781) 961-0800 ext. 224.

- **Cancellation**

Boston Higashi School adheres to directives for all State of Emergencies issued by the Governor of Massachusetts. If sessions are cancelled by the Boston Higashi School due to inclement weather or other emergency situations, participants will be notified via email by 8:00am on the day of the session. In anticipation of a predicted storm, please stay tuned to the Boston Higashi School website and Facebook pages, as well.

- **Photo/Media Consent**

Boston Higashi School will take photographs and video recordings of the participants, their guardians, and caretakers at its discretion. The use of these photographs and recordings may include, but is not limited to:

- 1) Photographs on printed media, such as the school calendar, posters promoting school events, or advertisements for the program as a whole.
- 2) The use of images/videos on social media, such as the Boston Higashi School website or Facebook pages.
- 3) The use of media at Open House or conferences that promote Daily Life Therapy®.
- 4) The use of images from the programs may be used in public medias, such as local newspapers.

Boston Higashi School values all parties' privacy and will not pair their names with their images outside of the building. Boston Higashi School will consult for additional permission before disclosing student information to any public media sources that use images of the participants, parents/guardians, and caretakers.

- **Artwork Consent**

Artwork generated during the CAEP will be owned by the participant; however, the artwork may be kept in BHS for a certain period of time after the session to display it at events (e.g., art exhibitions) on and off campus, unless BHS receives a note declining the opportunity from the legal guardian of the participant by the end of the session.

- **Feedback**

A feedback sheet will be administered on the last day of the session. Participation in completing this form is voluntary and can remain anonymous. Results may be used for research/ program evaluation purposes.

- **Change in Personal Status or Information**

Guardians are required to provide immediate notification to the Boston Higashi School by emailing BHSalumni@bostonhigashi.org when changes occur in the following areas:

- 1) Participant's information (residence, address, home number, cell number, email address)
- 2) Participant's guardianship
- 3) Guardian's contact information (name, address, home number, cell number, email address)
- 4) Caretaker's contact information (name, address, home number, cell number)
- 5) Emergency contact information (name, home number, cell number, email address)

CORRESPONDENCE

All correspondence will be made via email. If you have questions regarding the program, please email BHSalumni@bostonhigashi.org. If you need immediate assistance, contact Dr. John Maina at (781) 961-0800, ext. 224 or Joe Murphy at ext. 169.