

Boston Higashi School
Continuing Adult Education Program
Online Sessions
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 Winter/Spring 2021 SESSION DETAILS

- ❖ Program Style
Due to the continued COVID-19 pandemic, all sessions of the program will be held online. The online meeting link for each class will be notified prior to each session.
- ❖ Program Schedule
The Winter/Spring 2021 sessions will take place on 6 Saturdays (1/16, 1/30, 2/13, 2/27, 3/13, and 3/27) from 10:00 am to 12:30 pm.
- ❖ Program Activities & Locations
The session will include the structured activities like music, jazz band, art/craft, yoga, dance, and communication.
Based on the nature of the activity, class times can range anywhere from 20 to 55 minutes in length.

APPLICATION FOR PROGRAM

- ❖ Application Form
Application should be completed using the official CAEP Online Application 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 the Program Policies and Procedures.

❖ Application Schedule

Application for the CAEP Winter/Spring 2021 opens on November 20, 2020 and will close by December 10, 2020. Legal guardians and contact persons indicated in the application form will be emailed by December 15, 2020 regarding a participant's or participants' acceptance or deferral.

❖ Tuition

Tuition for 6 online sessions of Winter/Spring 2021 will be covered by the Mitsui U.S.A. Foundation Scholarships for the BHS alumni from 14 families or group homes who applied for the program. If a group home has multiple numbers of applicants (BHS alumni), the tuition for all of them will be covered if the application from the group home was submitted before the 14 spots are filled. It is on a first-come-first-served basis. Cost for lesson materials (e.g., copy downloaded materials, art materials) is at participants' expense. Once all of the 14 spots of the scholarship are filled, the application for scholarship will be closed (i.e., on or before December 10, 2020).

During the COVID Pandemic when we are conducting CAEP sessions remotely and the sessions are a little shorter, we have had some parents express that they would rather pay tuition to help support the program than to accept one of the scholarships. If a parent/guardian wishes to pay tuition, the cost is \$550. Tuition payments may be made by check payable to the Boston Higashi School (please note "CAEP" on the memo line); or by credit card using the PayPal link on the School's website. When using PayPal, please be sure to denote "CAEP" in the "Purpose" section.

For those parents/guardians who may have missed the application deadline for a scholarship, or who may have applied but did not receive a scholarship, and for whom the tuition may be too much to pay in full, please contact the CAEP Committee at BHSalumni@bostonhigashi.org.

Contributions for the CAEP program can be made in any amount. Contributions to CAEP may be made by check payable to the Boston Higashi School (please note "CAEP" on the memo line); or by credit card using the PayPal link on the School's website. When using PayPal, please be sure to denote "CAEP" in the "Purpose" section.

CAEP PROGRAM POLICIES

❖ Participation

Caretakers/parents are all expected to participate in all activities with BHS alumni online.

❖ Behavioral Management

It will be the primary responsibility of the caretakers/parents 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/parents are responsible for disclosing any medical issues (e.g., seizure disorder, allergies, etc.) to BHS staff upon registration. 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.

❖ 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

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

❖ Photo/Media Consent

BHS 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 BHS 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.

BHS values all parties' privacy and will not pair their names with their images outside of the building. BHS 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 borrowed by 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 survey will be administered after the 6 sessions complete. 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 BHS by emailing BHSalumni@bostonhigashi.org when changes occur in the following areas:

- 1) Participant's information (name, residence)
- 2) Participant's guardianship
- 3) Guardian's contact information - name, address, phone number(s), email address)
- 4) Caretaker's contact information - name, address, phone number(s), 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.