

Applied Behavioral Services

- Dayton -

www.appliedbehavioralservices.com

Parent Handbook & Policy Manual

Parent Responsibilities Agreement

Welcome Message to Parents:

Our Parent Treatment Manual and Contract provides you with information about our program and responsibilities, the team serving your child and the responsibilities parents have as the primary team member for your child. We are committed to maximizing your child's progress by applying evidence-based strategies rooted in the methods of Applied Behavior Analysis. It is important to the long-term success of your child's enrollment that we understand each other's expectations. Accordingly, this manual outlines the policies for parent-center interactions. If you have questions about any information provided in this manual or any other aspect of the service you will be receiving, please do not hesitate to contact the directors at Applied Behavioral Services.

We look forward to working with you.

ABS Directors and Staff

Our Mission:

It is the mission of ABS to help bring children with autism to their highest potential by providing ongoing evidence based therapeutic treatment as well as training and supervision for families, providers, and the community.

Contact Information:

Applied Behavioral Services	513-861-0300 Ph
Cincinnati	513-861-0213 Fx
4850 Madison Road	
Cincinnati, Ohio 45227	

Emily Bogue, BCBA	Clinical Director
Carrie Hooghe, BCBA	Clinical Supervisor
Jennifer Humbert, LSW	Licensed Social Worker

Applied Behavioral Services	937-312-0900 Ph
Dayton, Rhodes Building	937-312-0901 Fx
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Brenna Aschermann, BCaBA	Clinical Director
Kylea Frei, MS, BCBA	Director of Staff and Student Services
Ashley Hull	Clinical Supervisor
Christina Drake, LSW	Licensed Social Worker
Brittany Green, LSW	Licensed Social Worker
Tracy Holloway	Office Manager
Kionne Feaster MS, BCBA	Clinic and Community Behavior Analyst

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Clinical Supervisor
Behavior Analyst
Licensed Teacher or classroom instructor
Licensed Independent Social Worker
Licensed Independent Social Worker
Supervisor

Applied Behavioral Services Executive Management

Lori Watson, BCaBA
Michele LaMarche, MS, BCBA

Executive Director
Director of Clinical Operations
Psychology Assistant

ABS does not discriminate in the enrollment of children upon the basis of race, color, religion, sex and national origin.

Parent Handbook

Program Information

Hours of Operation

Applied Behavioral Services is open for services from 9am – 5:00pm Monday through Thursday and Friday from 8am-3:30pm. Your location may offer additional hours. Please see your location’s Clinical Director or Supervisor for more information.

Sample Daily Schedule*

Time Block	Instructional Block
8:00 – 11:00	Arrival routine & instructional block
11:00	Pick-up (end of morning session)
11:00-12:00	Lunch
12:00 – 3:00	Arrival routing & instructional block
3:00	Pick-up (end of afternoon session)
3:10 – 4:00	Focus session and/or 1:1 instruction
4:10 – 5:00	Focus session and/or 1:1 instruction

* Please see your location’s Clinical Director or Supervisor for specific location hours.

Center Schedule

Attached is a copy of the center’s yearly education program schedule. Please contact a director or supervisor with questions.

Service Delivery & Client Program Model

ABS is an Autism Scholarship Program (ASP) provider specializing in center and home-based services to children and adolescents with autism and related disorders. We offer a 10-month enrollment paid for entirely by the ASP with a 12-month enrollment option at an additional cost.

ABS provides one-on-two and small group sessions based on each child’s skill level and needs. As they master prerequisite skills, they will be transitioned to our “Step-Up” classrooms in which they work in a one-on-three to on-on-six ratio as a bridge to traditional learning environments. Beyond our center services, families may choose to enroll in 1:1 treatment and focus sessions for an additional cost.

ABS uses methods following Applied Behavior Analysis including Verbal Behavior Programming, Discrete Trial Training (DTT), Errorless Learning Programming, Precision Teaching (PT), Direct Instruction (DI), Fluency Based Instruction, Active Student Responding, Natural Environment Teaching (NET), and other evidence-based methods of treatment and education.

Our team members have a minimum of four years of college, and have gone through the company’s intensive training program.

Philosophy

ABS supports evidence-based treatment methods based in the principles and procedures of Applied Behavior Analysis including but not limited to Verbal Behavior strategies, Natural Environment Training (NET), Precision Teaching, Fluency Based Instruction, and Direct Instruction.

A child's program is **individualized** to meet his/her needs. We first assure that each client meets eligibility requirements and appropriateness for admission to treatment. We then begin treatment planning by defining the child's placement requirements for each skill area. Skill areas include foundation, imitation, communication, motor, play, daily living, visual discrimination, vocal, social, conversation, academic, and pre-vocational. Each skill area contains specific curriculum designed to increase your child's functioning and independence. Utilizing this curriculum, individual Treatment Plan goals will be established with the collaboration of parents, and/or the home school district, and/or other professionals from the Service Provider Team. These goals must be reflected in your child's IEP to access the Autism Scholarship Program (ASP).

ABS aims to provide maximum intervention opportunities while offering a half and full day 10-month enrollment with the option for year-round services to continue progress and prevent loss of skills due to long breaks in treatment. Our center carries into the program procedures proven by research allowing clients to access a well-implemented intensive intervention program within the funding accessible to all.

Treatment Methods

Treatment methods to be used include Verbal Behavior Programming, Discrete Trial Training, Errorless Learning Programming, Precision Teaching, Direct Instruction, Fluency Based Instruction, Active Student Responding, Natural Environment Teaching (NET), and other evidence-based methods of treatment and education.

Your child's program is **individualized** to meet his/her needs. We begin by defining your child's placement requirements for each skill area. Skill areas include foundation, imitation, communication, play, daily living, visual discrimination, vocal, social, and academic curriculums. Each skill area contains specific curriculum designed to increase your child's functioning and independence. Utilizing this curriculum, goals will be established with the collaboration of parents, and/or the home school district, and/or other professionals from the Service Provider Team. These goals must be reflected in your child's IEP to access the Autism Scholarship Program (ASP).

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Internal Monitoring, Supervision and Evaluation of Personnel

Supervision is provided by ABS founders, directors, and Board Certified Behavior Analysts, who have more than 30 years collective experience serving the special needs community. Each child is assigned a clinical supervisor that monitor's each child's educational data, collaborates with the teacher, conducts functional behavioral assessments as needed and meets with our parents for overlap sessions.

Applied Behavioral Services wants to help employees to succeed in their jobs and to grow. In an effort to support this growth and success, Applied Behavioral Services implements a rigorous performance review schedule.

In addition, feedback and review may include any or all of the following: a Performance Evaluation by the Supervisor/Director, a self-evaluation, possible video observation, direct observation, possible parent report, client data, and ongoing performance improvement plans.

Professional Development and Training

Applied Behavioral Services provides ongoing professional development and training opportunities to maximize an employee's learning and advancement potential. This includes but is not limited to the following:

- Daily supervision
- Overlap and team teaching by a Supervisor and/or Director
- Video observation and review
- Self-evaluations
- Weekly clinic meetings and case reviews
- Formal client case reviews
- Multiple staff in-service days throughout the year
- Reinforcement for attending pre-approved continuing education seminars and workshops
- Possible conference attendance
- Tuition reimbursement for qualifying employees
- BCBA/BCABA mentoring and supervision
- Attendance at company sponsored conferences
- Behavior Support Plan training and supervision
- Curriculum training
- Literature review

- Group role-play

Discrimination Policy

Applied Behavioral Services does not discriminate on the basis of race, ethnicity, national origin, religion, gender, disability, age, or ancestry.

Confidentiality of Individual Records

All information obtained about your family and child is strictly confidential. Information can be released only with a written, specific release signed by you, the parent. ABS team members have access to confidential information and are required to demonstrate professionalism. Team members must never, under any circumstances, mention the child's last name, address, or case history. Discussion of the child must be confined to individuals who are professionally involved with the child's enrollment. Any case discussions should be conducted in a professional manner and in an appropriate place, preferably behind closed doors. Children are never to be discussed in public.

There are limits on maintaining confidentiality. ABS is a mandated reporter and responsible for the release of student records in the following circumstances:

- Any and all suspected child abuse incidents must be reported
- Any court orders to release records is received
- If you are a danger to yourself or others
- If you waive your rights or give consent
- If the insurance company paying for services requests to review records
- HIPAA Privacy Rule: Disclosures in Emergency Situations

Performance Improvement

Applied Behavioral Services has adopted the philosophy of continuous performance improvement to insure performance improvement to the organization in full. The performance improvement plan identifies important functions of the organization and considers dimensions of performance for each as its basic framework.

This includes but is not limited to internal monitoring and evaluation of personnel, regular building and space evaluation and inspection, Additionally, the organization's plan addresses the Performance Improvement philosophy as well as the collection, analysis, summation and sharing of information while maintaining compliance with state regulatory requirements.

Laws & Regulations

ABS will comply with state and federal laws regarding the delivery of services to

children with disabilities, including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the Americans with Disabilities Act (ADA), Family Educational Rights and Privacy Act (FERPA), Rehabilitation Act of 1973, the Individuals with Disabilities Education Improvement Act of 2004 (IDEA) and Chapter 3323 of the Revised Code, per Rule 3301-103-07(A)(13) of the Administrative Code.

Parent Handbook

Policies and Procedures

Arrival Information

On-Time Arrival

- AM session arrival time varies depending upon classroom placement such as
 - 8:00am for half day intensive placement
 - 8:30am for Step-Up placement
 - 9:00am for full day small group
 - *Please see your location director for your child's specific placement and arrival time.*
- PM session arrival time may also vary depending upon classroom placement such as
 - 12:00pm for half day intensive placement
 - 1:00pm for part time education classroom
 - *Please see your location director for your child's specific placement and arrival time.*
- Upon arrival, all parents are asked to follow the traffic pattern map provided. Please pull the car up close to the front doors of the center and the child's Teacher or classroom instructor will come out and greet you, get children and their things needed for their day, and bring them into the building. Teacher or classroom instructors will be unable to wait for one child's arrival when late due to their responsibility to the other students in the classroom.

Late Arrival

- All clients arriving late for their child's start time should notify the director, and then wait in the lobby until the child may be greeted and taken to their classroom. To minimize disruption in routine that may affect another child's learning, session interruptions during this time are not permitted.

Dismissal Information

Dismissal time for the AM session is 12:00pm, and for the PM session it is 3:00pm. Children should not leave before dismissal except in special cases in which the Center has been notified in advance. In the event that your child must leave early, please notify the center as soon as possible.

Late Pick-up

Parents will be assessed \$1 per minute fee after the first five minutes they are late picking up their child.

We will only release your child to your or other persons you have identified on your child's Authorization for Child Pick Up. People listed on the Authorization form may be asked to show their identification. If someone not listed on the Authorization for Child Pick Up is coming to pick up your child, you must inform the Director

prior to his or her arrival. That person will be expected to pick your child up at the correct dismissal time and show their identification.

Parking

In order to keep the parking lot safe for everyone, please follow the traffic rules during peak drop-off and pick-up times. Please be aware of children and adults commonly transitioning during drop off and pick up. If walking your child in or out of the building, we ask parents to be alert and follow the best safety practices possible. If it is dangerous or difficult to transition your child to or from the center, please contact a director or supervisor to allow for possible staff support during these times.

Attendance

Regular attendance in the education and treatment program is extremely important. Parents can help promote their child's skills growth by making every effort to schedule family vacations to coincide with ABS breaks. The dates for holiday recesses are identified in the Center calendar that is included in this handbook. However, should circumstances arise that will require taking your child out when ABS is in session, please contact the center as soon as possible. Excessive absences may result in termination of services. Children attending full time are required to attend 5 days per week.

Absence and Tardy Procedures

If your child will be tardy or absent for the day, please notify the center as far in advance as possible. All AM session notifications should be received by 7:30am at the latest. All PM session notifications should be received by 11:00am at the latest.

Please call the Center and leave a message if no one answers. This is to ensure that we have proper time to notify the staff and make any adjustments to the schedule to accommodate for your child's absence.

Health and Illness Procedures

In order for children to have a successful year at ABS, their health is important. A child should stay home if he/she shows any signs of illness the night before or in the morning prior to attending. If your child shows any of the following symptoms while attending, he/she will be isolated in the lobby or an unoccupied room under the supervision of a staff member until a parent or guardian arrives to pick up the child. We will make every effort to reach the parents of an ill child by the telephone numbers listed on the Emergency Contact Form. If the parents cannot be reached personally within one half hour, we will begin trying to reach the listed emergency contacts by phone until someone is reached to come and get the child. In addition, we will send children and/or staff home if any of the health and illness signs are present.

A child cannot be sent to the center when:

- The child is unusually lethargic or irritable.

- The child is in a contagious state of a communicable disease.
- The child has a temperature of 100 degrees or higher.
- The child has an unexplained rash.
- The child has open skin sores.
- The child has diarrhea or has been vomiting within the last 24 hours.
- The child has discharging eyes or ears, or has profuse nasal drainage or congestion.
- The child has head lice or nits present on hair or scalp, and has not yet obtained a written release from a health care professional.

Each child must have an Emergency Contact and Medical Information form on file. It is necessary that accurate, up to date information be on file for each child. Should a change occur in telephone numbers, doctors or the person to call in case of an emergency, please notify the Director, Supervisor or Office Manager to immediately update this information.

In the event a child is exposed to a communicable illness or disease while at ABS, a letter will be sent home as soon as possible detailing what occurred and what actions, if any, need to be taken before returning the child to education and/or treatment.

If a child is on an antibiotic for an illness, they must be taking the medication for **24 hours before returning to education and/or treatment.**

Safety Policies

The safety and health of students and employees is a priority. Applied Behavioral Services makes every effort to comply with all federal and state workplace safety requirements. Applied Behavioral Services' workplace safety rules and regulations are the following:

- No Smoking
- No Weapons
- No tolerance for drugs or alcohol
- Follow HIPAA regulations
- Implement a Dress Code
- Implement Authorization for Child Pick-up Policy
- Follow Severe Weather and Emergency-Related Procedures
- Implement safe evacuation procedures
- Implement a visitor policy and procedure

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. This includes but is not limited to:

- A teacher or classroom instructor in charge of a child or children shall be responsible for their safety.
- No child shall be left alone or unsupervised.
- No parent or staff is allowed to smoke in the building or on the premises.

- In case of a fire, tornado, bomb threat, or other emergency, Teacher or classroom instructors will guide the children following their posted emergency action plan.
- A child shall not be released to the parent or caregiver if that person is deemed by the staff to be under the influence of drugs or alcohol.
- The center will immediately notify the local public children's services agency if there is suspicion of abuse or neglect.
- Parents must schedule with supervisor visitations and times.
- All individuals must sign in on the visitor log for ABS to be completely aware of any and all persons in the building or on the premises.

First Aid Procedures

In the event of a mild injury or incident involving a child, an incident/injury report will be filled out by the appropriate staff member. The injury/incident report will be sent home with the child. If there are any questions about the situation, please contact the child's supervisor.

Building Security Procedures

All visitors in the center will sign in with the Office Manager or agency representative and will wear a visitor's badge.

For safety, insurance, and other business considerations, only authorized visitors are allowed in the workplace. Authorization must be obtained from the Director prior to a visit in an appropriate amount of time to allow for possible approval or denial.

When making arrangements for visitors, all visitors must enter through the main reception area and sign in and sign out at the front desk and/or with a Director.

Emergency and Weather Related Center Closings

In the event of inclement weather, we will follow weather-related closure procedures. Please see the attached Emergency and Weather Related Closing Policy for your location.

Dress Code

ABS does not allow children to wear flip-flop sandals due to safety and behavioral issues. Students are encouraged to wear close-toed shoes. Please avoid sending your children to the center in clothing such as t-shirts with inappropriate graphics or language, miniskirts, short shorts, or high cut tops.

Lunch

All students are expected to pack a non-microwavable lunch. Like traditional school placements, food should be prepared, mixed, and ready to eat. Parents should not count on refrigeration or microwaving service. Students who require hot lunches should have them warmed at home and placed in a thermos to retain desired temperature. Staff

members are able to open containers for students who may not have the strength or fine motor skills to do so.

Snack

Due to multiple dietary restrictions of the clientele, ABS does not provide any meals or snacks for the children.

All students are encouraged to pack a separate snack each day. The daily schedule will always incorporate a time for your child to take a break, eat a snack and replenish their body as this can be a long day for some of our little ones. Like lunch, snacks should be prepared and ready to serve. You may choose to include a separate drink for this time as well. If you do not, your child will always be offered their water bottle.

Diapering and Toileting Supplies

Each day, parents are required to send in the appropriate diapering and/or toileting supplies that their child may need in their backpack. This includes diapers, wipes, one or more changes of clothing, and gloves to allow our staff of minimum of 3 changes.

Parents may request to store diapering and toileting supplies on site by contacting a supervisor. A bin and/or storage space will be provided for the child's items.

Reinforcers

For both parents that are new and familiar with the program, it's important to know one of the main goals of treatment is to help a child access something we call, "reinforcement." This means we want to make the child's day as rewarding as possible to keep them motivated to learn.

First, we request parents provide an assortment of their child's favorite items at the open house or on their first day of school. This commonly includes specific snacks and drinks the child likes, but can also be special toys from home that we can send back and forth through the child's backpack. If a parent sends toy(s) with their child, the team will only use these as a possible reward for their child during their learning day. They will not be available to the child at other times. In addition, we work hard to prevent a child's toys from being used by other children, from possible breakage, and from possible loss. However, this does not always go the way we plan. Breakage or loss may occur and would be reported to a parent if this happened. ABS does not replace broken or lost items. When sending toys, we recommend sending gently used toys and toys that do not hold special meaning to the parent or their child.

Second, we ask parents provide us with a list of the most rewarding items for their child. We will do our best to make these regular rewards available at all times and we also ask parents to help replenish basic rewards throughout the year. The child's teacher or classroom instructor will share the child's needs on the daily communication log.

And third, if a child's treatment plan incorporates the use of a special reward, we will first meet with the parent to determine how and if to add that reward for them in the school reward store.

This is such an important piece of treatment and we thank all parents ahead for their support in this area. Without motivation to learn, learning will not take place!

Parent Handbook

Family ↔ ABS Relationship

Collaboration and communication are critical components of a successful program for your child. Below are some of the items we feel are important in developing and maintaining healthy communications with each other.

ABS guidelines:

1. ABS will provide daily progress notes in the form of a “Daily Communication Sheet” in 2-1 classroom setting.
2. ABS will provide weekly homework assignments describing specific goals to implement in the home for that week when requested.
3. ABS conducts an initial planning meeting to identify treatment goals with the parents and team.
4. ABS sends quarterly progress reports to both parents and school districts to provide specific data on the child’s progress towards goals.
5. ABS will provide memorandums to parents as necessary. Memorandums and written communication will be sent home in the child’s backpack.
6. ABS updates and maintains informational bulletin boards at the entrance.
7. In an effort to analyze and improve services provided, ABS will send home an annual Customer Satisfaction Survey.
8. ABS updates and maintains informational bulletin boards at the entrance and information with the supervisor.

Parental guidelines:

1. Parents may visit during the day to observe their child in a class as a means of receiving information about their child’s progress. All visits must be scheduled prior with the Director.
2. Parents are responsible for reviewing the Daily Communication Sheet sent home with their child.
3. Parents are responsible for implementing homework assignments and providing documentation to ABS about performance or concerns in a timely manner.
4. Parents may request program changes at any time by contacting the center’s director. It is important to understand changes may require the parent to call an IEP meeting with the school district for formal IEP goal and/or objective changes to be implemented.
5. Additional services may be available for a child to aide in generalization and further communication from the center program to the home. It is the parent’s responsibility to request information about current available services, and formally establish plans with ABS to access these.
6. In addition, parents may send notes or a communication notebook in their child’s backpack to inform the staff of any important and prominent issues.
7. We encourage all parents to call or ask for meeting with the Supervisor if there are any concerns about their child’s experience at the center.

8. We ask parents to *please* be sensitive to the time spent with the teacher or classroom instructor and supervisors at drop off and pick up particularly due to other children, their next session, lunch, or other duties.

Applied Behavioral Services

Parent Responsibilities Agreement

Parental participation in their child's education and treatment is essential. Below is a list of items required to receive education and treatment services from ABS. Please contact a director or supervisor for questions.

Parent Participation

I understand and agree to participate in the following areas:

1. Individual Education and Treatment Plan participation:

- I will attend IEP meetings with staff.
- I will attend an annual review and planning meeting to participate in creating appropriate goals for the following year of treatment.
- I understand I may request program or specific care changes at any time by contacting the Director to schedule a meeting regarding these possible changes.

2) Home Generalization and Homework:

- I will monitor and complete parent and child homework/generalization assignments in the home on a weekly basis, and provide documentation on these assignments.
- I will implement recommended behavior plans in the home.
- I may request to be excluded from homework assignments.

3) Parent Orientation and Continuing Education:

- I will attend any and all initial Parent Meetings that provide me with an overview of my child's education and treatment plan. This typically occurs within the first 30-60 days of service.
- I will attend training seminars or overlap sessions recommended and made available by ABS.

4) Funding and Licensing Information Requirements:

- I will provide all information for my child's file and keep my child's file up to date for both the education and treatment documentation and necessary documentation required by regulating entities including but not limited to: emergency contact information, current MFE/ETR and IEP documents, ASP or JP approval letters, ASP or JP allocation forms, and other.

5) Center Visits and Observations:

- I understand ABS encourages parents to participate under the supervision of my child's clinical supervisor during a segment of my child's treatment for a minimum of 1 hour per month to aid in homework application and skill generalization.
- I understand that if my child is in 1:2 or small group that I must not violate the confidentiality or interrupt the treatment of the other children.
- I understand that I may have other professionals, family, and any other individuals I choose visit and observe my child during center operations, however, they must be pre-scheduled with the center's director or supervisor.

6) Termination of Services:

- I understand participation in this education and treatment program is voluntary.
- I understand that I may choose to discontinue participation and withdraw my child at any time with a two-week withdraw/transition notice. I understand that my child's tuition will be billed during the last two weeks of transition.
- I understand also that ABS has an ethical responsibility to discontinue services in the event that they feel my child is not benefiting from the program.

Payment Responsibility

I understand and agree to the following payment responsibilities:

- 1) Though ABS accesses various funding sources, I understand that I am responsible for the full amount of the invoice for services provided. Fees may be paid by personal check or money order.
- 2) In addition, ABS is pleased to work with the Autism Scholarship Program to allow families to receive services provided. Though ABS is happy to bill for these services on behalf of the families, and be a participant of the ASP program and other funding sources, ABS is not responsible for any denied claims from a third party. Parents are in agreement with the child's treatment plan and ABS policies upon enrollment and are therefore in agreement for payment of services.
- 3) ABS reserves the right to dis-enroll any child if payment is not made promptly.
- 4) ABS reserves the right to increase fees upon one month's prior written notice.
- 5) ABS requires two week written notice but prefers 30 days in the event that your child needs to leave ABS. This notification helps us plan for those children that are on the waiting list and prepare your child for a successful transition. Failure to provide 30 days written notice of intent to withdraw will result in session cancellation fees as applicable (please see number 8 below), and in collection procedures for unpaid account balances.
- 6) Parents will be responsible for any legal or collection fees incurred in settling delinquent accounts.
- 7) There will be a \$35 service charge on all returned checks.
- 8) All fees are non-refundable.
- 9) There may be an annual material fee of \$300-\$350 due prior to first day of treatment services.
- 10) If the client utilizes the ASP as a funding source, parents are required to sign all service check payments received from ODE in order for ABS to deposit this payment. Parents are required to be available and complete their signature within one week of service check payment receipt. Failure to meet this requirement or provide signature is acting in default of this agreement and ABS reserves the right to immediately discontinue services.
- 11) ABS reserves the right to bill for services up front.
- 12) ABS reserves the right to change the billing structure if client/parents miss ODE signature requirements, or do not reimburse ABS in a timely manner. This means a parent may be required to pay for services up front for a minimum of 1-3 months.

- 13)** Parents are responsible for payment of any services above and beyond those provided by the ASP and/or those services denied by the ASP for any reason. Payment is due within 10 days of receipt of invoice.
- 14)** When picking up your child after school, “pick up time”, must run on time or within 5 minutes. If you are unable to pick up your child on time you will be billed for after-center care at a rate of \$1/per minute after the initial 5 minutes.
- 15)** Services other than the center-based program may be accessible such as 1:1 ABA therapy, in-home ABA programs, Focus Sessions, ABA/Behavioral Consultation, etc. Each of these services will have their own enrollment and payment agreement documents. Please contact the director for more information. Discounts may be available for full year tuition and/or treatment payment options.
- 16)** A fee schedule has been provided and is attached.

ABS Fee Schedule

- Education Services:
 - 10-month Academic Year Tuition: \$20,000.00
 - Academic and Social interventions: \$30.00 per hour
 - Intensive Support: additional cost based upon individual needs
- Diagnostic Evaluation and Assessment: \$150.00 per hour
- Counseling: \$100.00 per hour
- Speech Therapy: \$150.00 per hour
- Music Therapy: \$90.00 per hour
- Ohio residents may receive the \$20,000 grant to pay towards the above tuition. Any above balances are billed in monthly statements to parents
- A \$350 enrollment and material fee for each 12-month program may be required prior to your child's first day of treatment
- Parents will be assessed \$1 per minute fee after the first five minutes they are late picking up their child.
- A \$35 service charge is assessed for all returned checks.
- Witness or expert testimony: \$250 per hour

ABS Columbus
Emergency and Weather Related Closings
2013-2014

In the event of inclement weather, ABS Columbus will follow Dublin City Schools closing schedules. You can find this information by tuning in to local radio stations or television broadcasts. ABS will also update the voicemail with closing information.

ABS Dayton will close if Centerville City Schools close for weather-related issues such as snow and may close in the event of extreme temperatures. ABS Dayton also reserves the right to make closing or delay decisions on an individual basis and parents will be notified immediately through our One Call system.

Parents can sign up for the One Call system by accessing our website at www.appliedbehavioralservices.com and signing up through the online portal.

In the event that Centerville City Schools is on a 1 or 2-hour weather delay, then the center will also follow this schedule. For part-time students, morning and/or afternoon sessions may be cancelled. Please check the ABS Dayton voicemail for further information. The Clinical Director will provide a memo to parents with detailed instructions regarding closings or delays.

Applied Behavioral Services

Parent Handbook Acknowledgement & Parent Responsibilities Agreement

Client Name: _____

By signing this, I acknowledge I have received, read, and understand the ABS Parent Handbook and Parent Responsibilities Agreement; and as such, I agree to all requirements within. In addition, I give consent for my child, _____, to receive education and treatment services from Applied Behavioral Services

Parent/Guardian Name

Parent/Guardian Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date