



Children's Therapy Place

Parent Handbook

Habilitative Supports (HS)

Habilitative Intervention (HI)

At Children's Therapy Place we want to maximize the time your child spends during therapy and provide the highest quality services possible. The following are guidelines to be aware of as you and your child navigate through the therapy process.

We look forward to a successful and collaborative therapy relationship!

Therapy Curriculum

Habilitative Support (HS) and Habilitative Intervention (HI) are **play-based therapies**. It should appear that your child is learning through play. Due to the nature of developmental disabilities it may take an extended amount of time for changes to occur. Repetition and consistency is ideal for skill acquisition. If you have concerns about your child's therapy please call the office to discuss ways learning can be improved for your child.

Therapy Schedule

Consistent therapy is important for best results. When developing your child's therapy schedule with your Clinical Supervisor, please make sure to discuss your child's other commitments and responsibilities, such as other therapy appointments, regularly scheduled doctor's appointments, etc. We appreciate the effort it takes to make sure your child is attending therapy consistently.

Just as we expect our employees to be on time for your therapy session, please make sure to have your child ready to participate in therapy as well when your therapist arrives.

Preparing for Therapy

Please feed your child a healthy meal prior to starting therapy. If this is not possible, talk to your therapist about including meal time in therapy.

If your child is not potty trained or is currently potty training, please remember to pack a bag of spare clothes, diapers, wipes, etc for your therapist if they leave the home.

Please be aware of the expected weather for the day. If it is supposed to be cold remember to send your child with a jacket! If it is supposed to be warm remember to send your child with sunscreen and a water bottle!

Children's Therapy Place trusts their employees and those individuals that we are sending to your home. But just as you would with any stranger coming into your home, please remember to put away your valuables and do not leave money lying around the home. Children's Therapy Place does complete a full criminal history background check as well as a comprehensive clean driving record verification prior to introducing any employee to a client.

Therapy Space

If your child participates in home-based therapy, please make sure that a clean quiet area is available. Please turn off the TV and minimize other distractions, such as family members and siblings coming and going. Siblings and other children must have other adult supervision during therapy.

Therapy Locations

Habilitative Support and Habilitative Intervention are home, community, and/or center based. The decision of where therapy should occur is based on your child's specific strengths and needs. Various locations are often utilized each week to expand the child's learning across several settings and to generalize skills.

Cancelling Therapy/ Illness

If therapy needs to be cancelled, please give your therapist at least 24 hours notice. If your child is sick please call the therapist or office to cancel therapy. If it is after business hours and you do not have your therapist's phone number please leave a message on the office voicemail. If your child is too sick to go to school then they are too sick to participate in therapy. A sick child cannot learn effectively and is unable to participate in therapy in a meaningful way. Keeping a sick child home prevents the spread of illness and allows the child an opportunity to rest and recover.

If your child is not feeling well and you are not sure whether or not to cancel therapy, below are some helpful guidelines to aid you in deciding. If your child is/has:

- Coughing
- Sneezing
- Throwing up
- Fever
- Runny nose with green or yellow discharge
- Undiagnosed skin rash
- Pink eye

If your child cannot attend a regular school day because of an illness we ask that you cancel therapy services to give your child time to heal and avoid exposing your staff to their illness. Children may resume therapy once they have been fever-free (or symptom free) for 24 hours without the use of medicines.

Therapist's Paperwork

Your therapist has a time-sheet (called a "CSR") that needs to be signed by you daily. The therapist should review their CSR with you at the end of therapy session to show you both their time and the progress your child made on their goals.

When changes in the therapy schedule occur please make sure there is a note of it on the therapist's time sheet. This can simply be written on the side that therapy was canceled due to illness of the child or a family vacation. Please initial these notes.

Policy Changes

Our policies will not change without written notice to all families and clients of Children's Therapy Place.

Supervisor Observations

At least once each month, your therapist's supervisor will come to your home or meet your child and the therapist out in the community to observe the therapy being provided. This is a Health and Welfare required practice and helps to ensure a high quality of therapy being provided to your child.

Transportation & Therapy

If you allow, your child's therapist may transport your child during therapy. Your child must ride in the backseat of the therapist's car. If required by law for your child's height and weight, you must provide a car seat or booster seat for your child to use in the therapist's car.

Medications & Special Medical Needs

Employees of Children's Therapy Place are strictly forbidden from handling, transporting, dispensing, opening, discarding, distributing, etc your child's medications.

We rely on you to inform and train your child's therapist to the best of your abilities about any special medical needs your child may have. For your child's safety, tasks such as positioning, lifting, etc should be demonstrated and modeled by you for the therapist before the therapist is expected to perform the task.

Discipline

Our goal is for your child to respond to the therapist's instructions and participate fully in therapy. Having the expectation that your child will follow the therapist's instructions conveys to the child that they CAN do this. Please allow the therapist to direct the therapy and work with your child. Try not to give directions to your child or try to "help" the therapist. The therapist will ask for your help when they need it. If your child seeks you out during therapy, empower the therapist by having your child return to the therapy session immediately. This teaches your child that the therapist is in charge during the therapy session and they need to follow their directions.

If your child becomes resistant or upset during therapy, please allow the therapist to work through your child's behavior without interruptions so they can continue therapy. This helps your child learn coping skills and to express their emotions in a positive way. This also teaches them to trust the therapist. Resistance frequently escalates before it gets better.

It is important to take a look at what your child's behaviors are during therapy and how they are being reinforced. We need to follow through with every request asked of the child. If, for example, we ask a child to "Come here" and we don't follow through, we have taught two unfortunate lessons: the child doesn't have to listen to us and the child might not learn what "come here" means. Following through is of utmost importance.

Employees of Children's Therapy Place will not take any part in time out discipline methods. If you would like to utilize time out during therapy then the therapist will wait quietly until you have completed your time out process then resume therapy. All employees of Children's Therapy Place are mandatory reporters of abuse and neglect.

Tutoring & Academics

Habilitative Support focuses specifically on supporting your child's ability to function in their environment while Habilitative Intervention teaching your child functional life skills and learning ways to become more independent. We are not permitted to perform tutoring type tasks or assist with academic skills. The state of Idaho believes that academic tasks and tutoring assistance is the responsibility of the school district.

Other Therapy Services

Children's Therapy Place offers not only Habilitative Support and Habilitative Intervention, but Occupational Therapy, Physical Therapy, Speech/Language Therapy, Counseling and Service Coordination services as well! If you would like to find out more about these additional services please call the office.

By working together as a team, we can help your child make positive steps towards independence. We enjoy the partnership we have created with your child and your family and will make every effort to assist your child in meeting their maximum potential.

If you have any questions regarding your child's therapy services, please don't hesitate to contact the office.

Children's Therapy Place

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Phone: (208) 323-8888

Fax: (208) 323-8889

www.childrenstherapyplace.com

Hours of Operation:

8:00am to 5:00pm Monday through Friday

Receipt of Received Handbook

By signing below I acknowledge that I have read and understand the Parent Handbook and agree to comply with the contents therein. I understand that I should contact the Clinical Supervisor and/or Agency Administrator regarding any questions that I might have concerning this document.

Parent/Guardian Signature _____

Date _____

Parent/Guardian Signature _____

Date _____