

PREFACE

Ascendigo Autism Services, Inc. DBA Ascendigo is a seasonal 501(c)3 non-profit corporation. In the winter we offer day services from November to April. Our staff to participant ratio meets one-to-one. This document describes the policies and procedures as they pertain to our child care license and mobile day camp program; our permanent office is in Carbondale, Colorado. We use public and private facilities throughout the Roaring Fork Valley in order to implement our daily activities.

1. THE CENTERS PURPOSE AND ITS PHILOSOPHY ON CHILD CARE

Ascendigo's purpose is to provide a positively safe and fun learning environment in order to teach adventure sports, social and life skills to young people with Autism Spectrum Disorders. Our philosophy on child care is to use positive behavior support and apply developmental understanding of ASD.

2. THE AGES OF PARTICIPANTS ACCEPTED

Ascendigo accepts individuals 4 years old and up.

3. SERVICES OFFERED FOR SPECIAL NEEDS CHILDREN IN COMPLIANCE WITH THE ADA

Services offered: Sports instruction designed for people with ASD, as well as social growth components.

4. THE HOURS AND DATES WHEN THE CENTER IS IN OPERATION

The Winter Program runs 6 hours per session for 7 days a week, from November 28th, 2019-April 19th, 2020 from 9:00am-3:00pm.

The Winter Adventures Camp runs 9 hours per session, Monday through Friday, from March 16th, 2020-March 27th, 2020 from 9:00am-6:00pm.

5. THE POLICY REGARDING SEVERE WEATHER

In case of severe weather (as determined by local authorities and/or Ascendigo supervisor staff), we will evacuate from dangerous areas as quickly as safely as possible. We will use vehicles as shelter when away from our office (if the vehicle is safer than surrounding areas). We will use lightning drill position whenever more permanent structures are unavailable. At the daily facilities we will follow all posted guidelines on evacuation and emergency weather drills.

6. THE PROCEDURE CONCERNING ADMISSION AND REGISTRATION OF PARTICIPANTS

Parent's and/or Guardian's fill out a detailed registration form that includes pertinent medical history, behavior questionnaires, insurance waivers, and other necessary information.

7. AN ITEMIZED FEE SCHEDULE

Fee options for each program are listed at the time of registration on our website: www.ascendigo.org

8. THE PROCEDURES FOR IDENTIFYING THE LOCATION OF PARTICIPANTS AT ALL TIMES

Each staff has one participant who is with him/her at all times. Each participant also has a photo stored in a lock box. Additionally, each participant has an emergency nametag in case of this situation. If a staff member does lose sight of the participant, the participant should only have had a very small amount of time to go anywhere. Ascendigo Staff has been trained to calmly locate the participant using any necessary resources including but not limited to contacting the Pitkin, Garfield, and Eagle County Sheriff's Offices.

9. THE POLICY ON DISCIPLINE

Staff and Family Relationships: Ascendigo will use clear communication, friendly staff, and participant centered care to cultivate positive relationships for participants, staff, and families.

Maintaining Respectful Learning Environment: Each participant is always directly supervised by staff while in our care. Staff is trained to support those who have struggles. If there is a conflict, Ascendigo will separate those in conflict until they are calm. At that point, if deemed appropriate by Ascendigo supervisor, they facilitate an action to resolve conflicts such as a mediation.

Provide individualized social and emotional intervention supports for participants:

- Ascendigo staff are specifically trained in assisting participants who need social and emotional support. To facilitate their success, Ascendigo uses positive behavior supports, designed to reinforce good and positive behaviors. Our one-on-one care (or close to it) helps with recognizing changes in mental state.
- Ascendigo staff work together to proactively reduce challenging behaviors using the tools taught by our senior staff and BCBA consultants
 - Schedules, following behavior plans (if participant has one), token systems, etc.
- Ascendigo has access to our in-house Board-Certified Behavioral Analyst. The BCBA will intervene when the program staff and management need extra assistance in facilitating a positive experience from the participants.

10. THE PROCEDURES FOR HANDLING ILLNESSES, ACCIDENTS, AND INJURIES

Every staff member at Ascendigo is first aid and CPR certified at a minimum. We also have Wilderness First Responders on scene for each activity. Additionally, for circumstances beyond our level of training: we have arrangements with local hospitals for emergency response to any illness, accident, or injury. If it is a life-threatening situation, emergency medical transportation would evacuate to the nearest full-service emergency facility. Minor illnesses are treated with rest and quarantine from the group. All accidents and injuries are reported using an incident report and kept in the participant's locked file. Parents are notified immediately under any major circumstances.

Valley View Hospital: 1906 Blake Ave., Glenwood Springs, CO, 81601 (970) 925-6535

Grand River Hospital: 501 County Road 346, Rifle, CO, 81650 (970) 625-1100

Aspen Valley Hospital: 0401 Castle Creek Road, Aspen, CO, 81611 (970) 925-1120

Basalt After House Clinic: 234 East Cody Lane, Basalt, CO, 81621 (970) 544-1250

11. THE POLICY ON DISCIPLINE

Our philosophy is to use positive behavior support, including: positive reinforcements, redirection, rapport building, addressing physical needs, and preventing sensory overload. The most common action is to remove anyone with unwanted behaviors from any external stimuli that are negatively affecting the participant, so the participant can regain equilibrium. Thus, keeping the participant, staff, and any third parties safe. In the most extreme cases we reserve the right to contact the parents and ask them to take the participant home for the day or until positive behavior returns.

Some techniques are never permissible as part of a behavior plan because they infringe on the basic and civil rights of the individual. These include:

- i) Deprivation of sleep, adequate nutrition, privacy consistent with age guidelines, and appropriate environmental conditions (e.g. temperature)
- ii) Denial of reasonable contact with family and friends
- iii) Locked seclusion
- iv) Discipline by other clients
- v) Verbal abuse or other actions that demean the person
- vi) Any deceleration procedure that is not guided by functional assessment of the behavior and accompanied by positive parallel procedures
- vii) Punching, squeezing, shaking, pinching, biting, unnecessarily rough handling or striking by an inanimate object
- viii) Prone restraints
- ix) Restraints that place pressure on the back of the chest or restricts breathing

12. THE PROCEDURES FOR HANDLING LOST PARTICIPANTS

If a participant is lost, meaning out of the line of sight or voice range for more than 15 minutes; we contact the local authorities and show them a picture of the participant; also, we communicate the most accurate description of the participant's current appearance. If necessary, we also will contact the Sheriff's Department. All free hands and eyes will be used to locate the individual. The one-on-one nature of our program is designed to prevent this situation.

13. THE PROCEDURES FOR HANDLING NATURAL DISASTERS

If there is a natural disaster, Ascendigo will observe all recommendations by local authorities. In case of emergency, lost or missing participant, or injuries the following procedures will be followed:

- Ensure participant and staff safety at the scene
- Immediately call 911 in case of serious injury or another emergency
- Immediately notify Ascendigo Management, Ascendigo Management will immediately notify parents or guardians
 - Office: 970-927-3143 (HQ)

- AD: Mathew McCabe 309-267-2911
- AM: Conlan McGough 970-219-3915
- AC: Logan Fletcher 253-301-9129
- Local authorities are called as there is a serious injury (more than minor cut, or bruise,) a participant is lost for more than 15 minutes, or when other scenarios arise that the staff cannot contain in a safe manner.
- Emergency transportation will be provided for participants by Ascendigo trained staff, in Ascendigo vehicles to a safe location away from any threat. If there is a serious injury, participant and their coach or manager will ride in the ambulance to the medical facility.
- A member of the Ascendigo Management staff will travel to the site as soon as possible to assist in decision making process
- If there needs to be an evacuation, Ascendigo management will remain in care of client until the guardians are takeover care
- 3 Designated re-unification spots:
 - Aspen Recreation Center
 - Ascendigo Office: 818 Industry Place
 - Glenwood Recreation Center

In case of emergency that requires participants to be picked up, one of the three above re-unification locations will be chosen. Management will tell staff and parents of that location, by picking one that is out of harm's way.

14. THE PROCEDURES FOR TRANSPORTING PARTICIPANT

Designated drivers use camp vehicles to transport participants and staff to and from each activity. Seat belts are required for each passenger. All local, state, and federal laws and regulations are followed precisely. Parents must sign a transportation authorization form.

15. FIELD TRIPS, TELEVISION, VIDEO VIEWING, SPECIAL ACTIVITIES, AND THE STAFF'S RESPONSIBILITY FOR THE SUPERVISION OF PARTICIPANTS

All participants are directly supervised while viewing television or videos. They are to ensure that participants are only viewing age appropriate materials and that they have parent consent to do so.

16. PARTICIPANT'S SAFETY POLICY RELATED TO RIDING IN A VEHICLE, SEATING, SUPERVISION, AND EMERGENCY PROCEDURES ON THE ROAD

Participants ride in the back seats of the vehicle next to a staff member. Seatbelts are always worn and all local, state, federal laws and regulations are followed precisely. If emergency shall arise, the vehicle will be pulled over immediately once a safe area is determined. Radio and telephone communication will proceed immediately to inform the rest of the staff of the situation. Each participant is under the direct supervision of his or her trained counselor.

17. THE PROCEDURE FOR RELEASING PARTICIPANTS ONLY TO PERSONS FOR WHOM THE CENTER HAS WRITTEN AUTHORIZATION

The registration packet has space for up to 4 designated persons for transferring care of the participants at the beginning and end of each day. Each staff member has the parent's contact information and we remain in close communication with the parents. If anyone other than the parents' attempts to pick up the participant, our staff will know prior to the transfer of care and will ensure that the person has been designated on the registration authorization. We will not release any participant without explicit consent from the participant's parents or legal caregiver.

18. THE PROCEDURES FOLLOWED WHEN A PARTICIPANT IS PICKED UP AFTER CLOSING HOURS, OR NOT PICKED UP AT ALL; AND THE PROCEDURES TO ENSURE ALL PARTICIPANTS ARE PICKED UP BEFORE STAFF LEAVES FOR THE DAY

Each staff member has the contact information of every parent. The parents know specifically when and where to meet the staff to pick up the participant. Staff supervisor will remain on-site until each participant has been picked up and transfer of care has been returned to the parent/guardian caregivers. If parents have failed to make the transfer of care and failed to contact Ascendigo staff; we will notify local law enforcement and the Colorado Department of Human Services.

19. THE PROCEDURES FOR CARING FOR PARTICIPANTS WHO ARRIVE LATE TO THE CENTER AND THEIR CLASS/GROUP ARE ALREADY AWAY

During Adventures Programs, participants have a staff member assigned to them. If a participant is late, the staff member will contact the parents to determine when and where the transfer of care will take place. The staff member will be solely focused on determining where the participant is and what the situation is. We do not leave the center until we have all the participants or have coordinated a pickup on the way to the daily activities.

20. THE PROCEDURES FOR ADMINISTERING PARTICIPANT'S MEDICINES AND DELEGATION OF MEDICATION ADMINISTRATION IN COMPLIANCE WITH THE "NURSE PRACTICE ACT"

Ascendigo will not administer medication during this program. If a participant needs medicine, the parents must meet the group and administer to the participant themselves.

21. THE PROCEDURES CONCERNING PARTICIPANT'S PERSONAL BELONGINGS AND MONEY

Every precaution will be made to ensure participants go home with all the items they came with. Personal money is handled directly between the parents and the assigned Ascendigo staff members. Every precaution is also made to ensure participant's belongings are legal and appropriate for them to possess. A packing list is provided to parents to ensure participants are only bringing the necessary belongings.

22. THE POLICY CONCERNING MEALS AND SNACKS

Participants consume breakfast and dinner before and after coming to the fall program. Lunch is prepared by the participant's families and brought in a lunch box. We also have nutritious snacks on hand to ensure participants receive all the nutrients they need for an exerting day of physical activities. Ascendigo is also very diligent about ensuring that individuals are only eating food that follows their specific nutrition plan.

23. THE POLICY REGARDING VISITORS

The Adventures program does not allow for any visitors outside of the parent/guardian/aide team that was determined in the registration packet. For the sake of a more effective learning environment we encourage parents to leave their participant in our capable hands during the day.

24. THE PROCEDURES FOR FILING A COMPLAINT ABOUT CHILD CARE

Any complaints involving Ascendigo should be reported to: CDHS Division of Child Care

1575 Sherman Street, 1st floor

Denver, CO, 80203-1714

800-799-5876

25. THE POLICY REGARDING THE REPORTING OF CHILD ABUSE

Please be aware that all staff members of Ascendigo are mandated reporters; meaning that if we suspect any level of child abuse, we are required by law to report it to the authorities. Child abuse should be reported to CDHS above as well as:

Pitkin County: 970-927-1611

Garfield County: 970-945-9193

And in the case of emergencies dial 911

26. THE POLICY REGARDING THE CHILD CARE FACILITIES' RESPONSIBILITY TO NOTIFY PARENTS WHEN THE PROGRAM WILL NO LONGER BE AVAILABLE TO SERVE CHILDREN

Ascendigo will take all measure to notify parents as soon as possible regarding a cancellation of a program session. In most circumstances, Ascendigo will reschedule events indoors if unable to participate outdoors. Due to unforeseen circumstances if any given program day is cancelled, parents will be notified via phone from Ascendigo staff and will receive a refund.

27. THE POLICY REGARDING PARENT'S OR GURADIAN'S RESPONSIBILITY TO NOTIFY CHILD CARE PROGRAM WHEN THE PARENT'S OR GUARDIAN'S WITHDRAW THEIR PARTICIPANT FROM THE PROGRAM

Cancellations made less than 24 hours before start date of the program (unless for medical reasons) are not eligible for a refund. Cancellations made for a proven medical reason are eligible to be rescheduled for the next applicable program date.

28. STEPS TAKEN PRIOR TO SUSPENSION, EXPULSION OR REQUEST TO PARENTS OR GUARDIANS TO WITHDRAW A PARTICIPANT FROM CARE

To date, Ascendigo Adventures has never suspended or expelled a participant from our care. Our staff is trained in positive behavioral supports and equipped to handle behavioral challenges.

For purpose of licensing, Ascendigo will outline the steps that we would take in case of an extreme situation.

- Ascendigo staff will proactively provide structure and behavior support that include but are not limited to: schedules, token systems, rewards, and other positive behavioral supports
- If participant is exhibiting extreme behaviors, they will participate in activities away from other participants and the public to ensure their safety
- Ascendigo will pair 2-3 coaches on the participants who are having severe behavioral challenges
- Ascendigo management or senior staff will intervene and join the lesson to help facilitate that participants success
- If manager cannot assist, Ascendigo will employ our in-house BCBA to help with behavioral challenges and reduce behaviors
- If the efforts of 2 or 3 to 1 coaching, management, and BCBA supports cannot resolve the issue within 2 Saturdays, the parents will be asked to pick up the participant. We will allow the participant to return another day at Ascendigo's discretion.