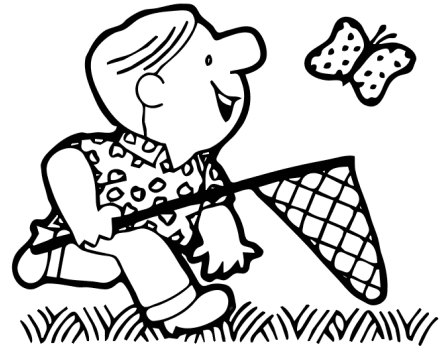


Therapy and Fun



2011



Parent Handbook



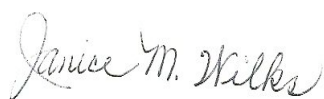
Welcome!

Welcome to Therapy and Fun 2010! We're looking forward to a great summer of therapy, reading, music, and arts and crafts! Our theme for this summer is **In My Big Backyard**, this means your child should come home with stories about **bugs**.

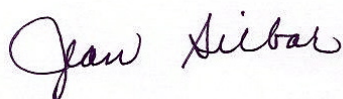
Therapy and Fun is for your whole family. We have opportunities to involve your whole family like **Parent meetings, Grandparents Day, and a Sibling group**.

As you know, Comprehensive Therapy Center helps children walk, talk, learn and play all year. You can learn more about Comprehensive Therapy Center online: www.therapycenter.org.

Feel free to contact us at any time. Here's to a great summer!



Jan Wilks
Program Director



Jean Silbar
Executive Director

Comprehensive Therapy Center is nationally accredited by CARF.

Our Mission

Comprehensive Therapy Center (CTC) serves therapeutic, habilitative, and educational needs of exceptional individuals through unique skill building, health enhancement, educational achievement, and social/emotional support services, thereby allowing them to maximize self-esteem, self-awareness and interdependence.

CTC'S distinctive organization of tailor-made programs and services uses a team approach allowing our educators and therapists to facilitate close positive relationships with persons important to the individual being served.

We help children walk, talk, learn, and play so they can read and write.

Statement of Philosophy

An independent therapy center is a unique organization in a community, bringing together the human, physical, and financial resources to focus on the clients. Specifically, Comprehensive Therapy Center represents such a unique organization combining community leadership, administrative expertise, professional excellence, employee competence and physical resources, giving it the potential and responsibility to act for the improved health of children and adults.

Interdisciplinary programming is a key element of the Comprehensive Therapy Center. Having the ability to provide a team approach to clients, CTC has the ability to meet the specific and specialized needs of its clients. The staff works within the community as a client advocate as well as provider of service. Through close cooperation of agencies the aim is to provide quality service to clients.

CTC's Objectives:

1. To bring about positive change in clients' lives.
2. To work with a variety of community agencies to assure high quality services for families.
3. To coordinate activities with other agencies in the greater Grand Rapids area to meet the needs of families.

Our Pledge to You and Your Family

To children, we pledge that they will:

- Be called by their name.
- Receive loving care.
- Be treated kindly by people who care for them.
- Be told our names.
- Have their questions answered in words they understand.
- Be kept clean and dry.
- Grow, play and learn
- Make own choices when possible.
- Have their parents or caregivers with them as long as it doesn't interfere with therapy.
- Have their privacy respected

To families, we pledge that they will:

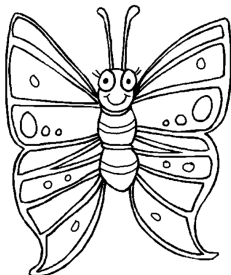
- Be seen in a timely manner.
- Have appointments scheduled at convenient times.
- Have their feelings respected.
- Receive explanations of what their child's therapy involves.
- Have all of their questions answered.
- Receive activities to do at home to help with therapy.
- Be assured that our staff will take care of their child's basic needs.
- Have their privacy respected.
- Be encouraged to attend therapy as long as it does not interfere with their child making progress.
- Have someone speak his or her language, if at all possible.
- Have phone calls returned promptly.
- Receive reports as soon as possible.
- Be able to meet with therapists.
- Have our staff work with insurance companies for authorization and payment.
- Receive invoices and statements reflecting the cost of therapy, noting any insurance payments.

2011 Therapy and Fun Calendar



Therapy and Fun occurs on every day listed below between 9 a.m. – 12 noon.
Specials events are highlighted.

Monday, June 20	Orientation
Tuesday, June 21	Therapy Begins
Wednesday, June 22	
Thursday, June 23	
Tuesday, June 28	Parent Meeting from 9:00-10:30 a.m. Ann Tarr, CTC “Community Resources”
Wednesday, June 29	
Thursday, June 30	
Tuesday, July 5	Parent Meeting at 9:00-10:30 a.m., Cookie Orders Due
Wednesday, July 6	
Thursday, July 7	
Tuesday, July 12	Parent Meeting at 9:00-10:30 a.m.
Wednesday, July 13	Grandparents Day
Thursday, July 14	
Tuesday July 19	Parent Meeting at 9:00-10:30 a.m., Cookies Delivered
Wednesday, July 20	
Thursday, July 21	
Tuesday, July 26	Grandparents Day, Parent Meeting at 9:00-10:30 a.m.
Wednesday, July 27	
Thursday, July 28	
Tuesday, August 2	Parent Meeting at 9:00-10:30 a.m.
Wednesday, August 3	
Thursday, August 4	Parent Conferences (you’ll receive a schedule) Awards and Closing Program at 10:45 am.



Contact Information

Therapy and Fun Site:

Temple Emanuel
1715 E. Fulton
Grand Rapids, MI 49503

Administrative Office:

Comprehensive Therapy Center
2505 Ardmore SE
Grand Rapids, MI 49506
Office: (616) 559-1054

Key Staff:

Program Director	Jan Wilks	jwilks@therapycenter.org
Program Coordinators	Margo Martin	mmartin@therapycenter.org
Executive Director	Jean Silbar	jsilbar@therapycenter.org
Office Manager	Linda Goodheart	lgoodheart@therapycenter.org



Follow CTC on-line:



Facebook – Comprehensive Therapy Center



Twitter CTC_GR



You Tube <http://www.youtube.com/therapycenter>

Web Site – www.therapycenter.org

Who To Call

We love to hear from you. If you need to reach us, please follow the guide below:

To let us know your child will be absent	Call 616-559-1054 before 7:00 am. And e-mail Jean: jsilbar@therapycenter.org
To get a message to our program staff between 9 a.m. – 12 noon	Office 616-559-1054 and we will get a message to Jan.
To contact us in the event of an emergency	Office 616-559-1054. We will get a message to staff.
To talk with one of your child's therapists	Leave a message when you deliver your child in the morning and staff will meet you at noon. Or better yet, come to therapy.
Questions about finances or insurance.	Call our administrative offices – 616-559-1054

Daily Schedule

Each day offers lots of activities to help children walk, talk, learn, and play. The following is the general outline of our morning. You will receive your child's personal schedule Tuesday.

8:55 AM	Parents drop off children at the playground gate. Your child will be met by our volunteers and escorted to the first session.
9:00 AM	First Session
9:30 AM	Second Session
10:00 AM	Third Session
10:30 AM	Group Speech Session and Snack Time
11:00 AM	Fourth Session
11:30 AM	Fifth Session
12:00 PM	Parents pick up children at the playground gate. Our volunteers and staff will all be outside, please feel free to ask questions!

Please Bring...

Change of Clothes. Please bring in a change of clothes for your child; sometimes we get messy when we're playing outside! These need to be in a labeled bag and brought on the first day.

Diapers. We ask that families provide individual diapers/pull-ups for your child. Wipes brought in will be used as community wipes unless it is necessary for a child to use specific wipes.

Snack. Please bring your snacks on your assigned day. Remember there are 80 of us. We are nut, sugar and meat free! We like fruit, vegetables, cheese and crackers and Crystal Light.

Important Notes: A-Z

Allergies – Some of our staff and clients have life-threatening allergies. For this reason, please do not bring any nut items on the premises. In addition, please refrain from wearing perfumes, scented lotions etc. when visiting.

Children's Personal Items. We ask that children do not bring toys, blankets, stuffed animals, or other items not requested by the therapists. These items distract from valuable therapy time and are easily lost. Any items brought in must have the child's name on it.

Dietary Concerns. If your child has allergies or specific dietary needs, please let Jan know.

Drinks. Children are offered a drink at the drinking fountain between every session, and every time they come in from playing outside. If your child requires more frequent drinks and needs to bring in a bottle, make sure it is properly labeled.

Family Involvement (Open Door Policy). We love when family members visit! It is important to remember that the presence of a family member may distract your child from therapy. We may ask for you to stay outside of the rooms to minimize disruption.

Grandparent Day. We have two special days this summer for grandparents to visit us. The visit includes a tour, discussion and time with grandchildren in therapy. This year our Grandparents Days are July 13 and July 26 and go from 9:00 a.m. to noon.

Medications. We do not administer any medications at Therapy and Fun.

Parent Meetings. We offer parent meetings every Tuesday at 9:00 a.m. Topics include financial planning, literacy, nutrition and therapy techniques. There is **no** child-care available for siblings or other children not enrolled in Therapy and Fun.

Smoking. The entire facility – inside and out is non-smoking.

Toileting. Although we do not potty-train children during the summer, we will try our best to maintain consistency by encouraging restroom use the restroom throughout the day. While we

try to not miss therapy, children are offered an opportunity to use the restroom every time an activity session is scheduled. If you have special toileting instructions, please let us know.

Transportation. Transportation to and from Therapy and Fun is the responsibility of a parent. We recommend car-pooling. A car pool list will be available for those who want it. We require a list of adults approved to pick up your child is given to us within the first few days of Therapy and Fun. We like to know about any pick-up and drop-off schedules, and more importantly, any changes to the schedule. Every morning please tell us who will be picking up your child at the end of the day. As a note, it is our policy for Therapy and Fun staff never to transport a client.

Visiting. We REALLY want YOU to feel welcome. Please visit therapy sessions often.

Weapons. No weapons of any sort, including toys are allowed on the premise.

Keeping Everyone Safe and Healthy

It is important to us to keep children at Therapy and Fun, our staff and your family healthy and safe. We have policies relating to hand-washing, diapering, and sanitation. We need your help.

Sick Policy. If your child is sick (fever, diarrhea, vomiting, rash, etc.) they need to stay at home for the day. We ask that parents keep children at home until they are better, this means at least 24-hours with no symptoms. Please call us to let us know that your child will be staying at home.

Severe Weather. Parents make the best decision if it is safe to bring your child to Therapy and Fun. Our staff is trained to make sure your children are safe in the event of emergencies (fires, tornados, power outage, intruders, etc.)

Who Picks Up Your Child? We want to make sure your child is going home with the right adults. Please tell our staff who will be picking up your child at the end of the day. If we don't recognize the adult, we will ask them for identification and check with you.

Accidents. No matter how closely we supervise children; we know sometimes children have accidents. Just to make sure everyone is safe, our entire staff is trained in CPR and keeping our environment safe. In the event of any injury, no matter how minor, you will get a note.






If the child appears to have an injury that should receive medical attention, we will contact the parent. Should a more serious injury occur we will call 911, one staff person will accompany the child to the hospital while another calls the parent to meet the child at the site.

If something happens at Therapy and Fun and we can't make it better with a Band-Aid and a hug, we'll call you!

NOTE: CTC's liability in accidents extends only to making sure a child reaches appropriate medical help. Costs for care are the responsibility of the parent.

Fundraising Opportunities

We need your help. Therapy and Fun has many opportunities for you to help we can provide more scholarships from the Brian Buffington Scholarship Fund. Here's how:

 <p style="text-align: center;">Savory Food ® Cookie Dough</p>	<p>Order forms are attached. Extra order forms are available. Orders are due July 6 and are to be picked up at noon on July 20.</p>
 <p style="text-align: center;">Flower Power Bulbs</p>	<p>New this year! Order your bulbs with us. Flyer is attached. We will get you the link so orders may be placed by any-one, any-time, from any-where! And we don't have to deliver!</p>
 <p style="text-align: center;">Save and recycle</p>	<p>By giving us your empty packages and "trash" we get money for our scholarship fund from Terracycle. The list is attached.</p>
 <p style="text-align: center;">Spartan Labels</p>	<p>By giving us the UPC codes from a Spartan product, we get money for our scholarship fund. Your UPC codes can be given to us at any time, either at Therapy and Fun or at our office.</p>
 <p style="text-align: center;">Campbell's Labels for Education</p>	<p>Don't save your Campbell's labels until fall. We will take them. With them we can get new supplies.</p>

We are always working to make our programs better! If you have a complaint, speak with us in person, through email or on our website. We will respond to you within 48 hours. You can also contact our accrediting agency, CARF, at their website, www.carf.org

With your help we can continue to help kids to
walk, talk, learn, and play so they can read and write!

