



Alyssa Burnett  
Adult Life Center

## Attendance & Registration Policies

As a participant or guardian of a participant at the Seattle Children's Alyssa Burnett Center, I agree to the following terms and policies. Alyssa Burnett Center (ABC) staff reserves the right to temporarily suspend enrollment or alter registration at any time.

### Registration:

All participants who are enrolled at the ABC must complete the intake form, provide additional paperwork (if requested), and upon staff screening for program eligibility, will be asked to submit the intake processing fee and schedule an intake appointment. Post intake appointment, participants will receive confirmation from staff on class registration and enrollment prior to attending classes.

Upon completing the intake appointment, families have six months to enroll their participant for their initial quarter of classes before you will be asked to complete an additional layer of the intake process. After six months of no involvement in classes or activities, families will be required to provide updated paperwork, including new intake form fields, ISP/IEP, Behavior Plans and required to complete an additional intake appointment for staff to re-asses/re-evaluate needs and placement.

A fee is charged for the processing of each participant's application to the Seattle Children's Alyssa Burnett Adult Life Center (ABC). The fee will be collected by the Alyssa Burnett Center at the time you schedule your intake appointment. This fee is non-refundable unless the program is deemed by Alyssa Burnett Center staff to be an unsuitable fit for the prospective adult. This fee must be covered by private pay credit card, debit card or check. If the cost of the intake fee presents a barrier, please notify our program manager regarding your situation ([jessica.romero@seattlechildrens.org](mailto:jessica.romero@seattlechildrens.org)).

All participants (and families/guardians of) must fully disclose the information requested on the intake form and be forthcoming with all current and past behaviors. Additional paperwork, assessments and reports may be requested by ABC staff prior to or throughout enrollment. The ABC welcomes adults with challenging behaviors (current or past), however families must fully disclose all requested information. If we discover a family does not adhere to our request for full-disclosure, we reserve the right to suspend or terminate enrollment.

ABC reserves the right to decline or defer enrollment based on the following circumstances: participant does not meet eligibility criteria, insufficient staffing to accommodate, no vacancies in classes, or extreme challenging behaviors we deem unsafe for the recreational setting.

We are unable to accommodate unexpected participants. Guests visiting classes must have prior approval. Participants must be 18 or older to attend classes at the center. Participants may enroll in classes if they will be turning 18 years old within the quarter they begin attending classes.

ABC staff will determine class level placement for each participant and reserve the right to change level placement at any time.

The ABC requires a full-time 1:1 aide/caregiver for any participant who has the following needs: Medication management/distribution, toileting or personal care, or adults who demonstrate aggressive behaviors. At any point, ABC staff reserves the right to request a participant who demonstrates challenging behaviors, or need for higher levels

of support, to start attending classes and activities with a 1:1 aide/caregiver. If a participant is attending classes with a 1:1 aide/caregiver, please refer to the *Caregiver Code of Conduct*.

By choosing to participate at the ABC, I understand the nature of the clientele served and that I/my adult participant may be exposed or affected by challenging behaviors which may include yelling, tantrums, and physical aggression. ABC staff maintains safety as the utmost concern at the center; however I understand I/my adult participant may be witness to said behaviors. The ABC does not turn away individuals as a result of challenging behaviors, and values a community of acceptance and inclusion.

Registration will be done online, and participants must enroll for the entire quarter of classes.

**Cancellation of Classes:**

The first four weeks of the quarter are a grace period to dictate if classes are an appropriate fit, however past this period if for any reason the participant decides to drop the class, they will be responsible for paying the remaining balance for the quarter.

**Billing:**

Participants may cover the cost of classes through private pay and/or DDA Respite hours. For private pay, families may choose to pay with a credit/debit card or by check. Credit/debit cards are the preferred form of payment. Families will be billed for classes by the quarter. The billing cycle will occur on the first day of the adult's first class. If paying with credit/debit card, the billing will occur automatically and will charge the card information entered for the participant upon registration for classes. If paying with check, families may remit a check for the full quarterly amount to the *Seattle Children's Hospital*, with *Alyssa Burnett Center* in the memo line, by mail or in person on or before the first day of classes.

**Attendance:**

**Unexpected Absences:**

Participation is extremely important to ensure that students are getting the full experience of the classes. We are also increasing the number of intakes that are completed per quarter making spots in classes much more coveted. If you/your adult is sick or experiencing behavioral issues please call and inform us *at your earliest convenience*, and no later than 24 hours after their class has ended, or the absence will be counted as a "no-show". Students are allotted three excused absences per class, per quarter. For subsequent absences you will be charged out of pocket for any classes missed unless a doctor's excuse is provided. Excused absences include: if a participant is sick or experiencing medical or behavioral issues. Safety is of our utmost concern, so if you are going to miss more than three classes due to behavior concerns, we may ask you to meet with our Behavior Analyst to discuss strategies to help. If you have any symptoms of other diseases that are contagious (shingles, bed bugs, lice, etc), please do not send your participant to class until you have been cleared by a medical professional. For private-pay families, you may contact the Program Manager to discuss reimbursement options for excused absences. For families using DDA hours, please refer to the *DDA Policies*. To communicate any absences or for any scheduling questions please contact us at **425-488-6173** or [AlyssaBurnettCenter@SeattleChildrens.org](mailto:AlyssaBurnettCenter@SeattleChildrens.org)

**Unattended Classes/No-Shows:**

If for any reason, a participant does not show up for registered classes without notification within 24 hours after the class has ended, you will not be eligible for any type of refund or credit. For families using DDA hours, please refer to the *DDA Policies*.

**Early drop-offs/Late pick-ups:**

We have a strict 15 minute drop-off and pick-up window for all classes and activities. For any participant using DDA Respite Hours, please note that while the participant is on our premises and under our supervision, we must bill respite hours for this time. If we observe ongoing trends for early arrival/late pick-up, additional fees may be incurred. We recognize that Access and DART may alter your drop-off/pick-up window, however families are responsible for scheduling the correct window.

# Caregiver Code of Conduct

A code of conduct is a set of guidelines which are designed to set out acceptable behaviors. This code of conduct is to set a professional standard for caregivers working with our participants at the Alyssa Burnett Adult Life Center.

As the guardian, I am responsible for ensuring that the caregiver for my adult (if applicable) abides by the guidelines below.

I will always treat my participant with kindness and respect.

I will be respectful to other participants and their needs while in class.

I will never leave my participant unattended except by consent from staff.

I will not use my personal cell phone during classes unless there is an emergency, in which case I will notify the staff.

I will not take pictures of other participants or caregivers.

I will participate in activities with the participant.

I will wear appropriate clothing such as non-revealing clothing, closed toe shoes, etc.

I will not bring pets with me to the center, with the exception of service animals.

I will do my best to be on time and if I am going to be late I will call to notify the Burnett Center.

# DDA Respite Policies

## **DDA Cancellation Policy:**

Through agreeing to use DDA Respite hours for classes and activities at the Burnett Center, you agree to the following terms and conditions. The Burnett Center reserves a select allotment of class spots for families wishing to use DDA Respite Hours and enrollment is based on availability and confirmation by Burnett Center staff.

## **DDA ISP Authorization for Release:**

As a family opting to use DDA Respite Hours you must complete an authorization for release of information from your case manager. This provides us with additional information which allows us to best serve each adult based on their unique strengths and needs.

## **DDA General Billing Info:**

Case managers will be billed monthly, using the hourly reimbursement rate for each class based on the quarter hour. If we continue to see trends of early arrivals, or late pick-ups that fall outside of our 15-minute window, you will be notified. In some situations, we will begin to bill DDA units for this additional time in which students are under staff supervision.

To provide more consistency, we will be billing based on the scheduled class duration, including transition times between classes. We will bill for the entirety of the scheduled class length, regardless of each participants actual time in class.

## **Unexpected Absences:**

If you/your adult is sick or experiencing behavioral issues please call and inform us *at your earliest convenience*, and no later than 24 hours after their class has ended, or the absence will be counted as a “no-show”. Students are allotted three excused absences per class, per quarter. Safety is of our utmost concern, so if for any reason you feel you/your adult is not able to safely attend classes, or may have any type of contagious sickness, please do not attend classes until said behaviors/sicknesses are managed. You will not be billed out of pocket for any illness or behavioral related issues for the first three excused absences. For subsequent absences you will be charged out of pocket for any classes missed unless a doctor’s excuse is provided. If a student is missing classes due to behavior we may ask you to consult with our Behavior Analyst to provide you with strategies to help with the behaviors and increase attendance.

## **Unattended Classes/No-Shows:**

If for any reason, you/your adult does not show up for registered classes or is absent for any reason other than illness or behavioral related issues, you will be required to pay the out of pocket rate for these classes (see catalog and invoice for private pay rate). We cannot excuse absences related to caregiver or transportation issues, appointments or trips. Because we are unable to bill DDA for services not rendered, it is required that each participant provides an alternative billing method upon online registration which will be used to bill for these classes at the end of each quarter. In the event that you will be required to pay out of pocket, you will be sent an invoice at the end of the quarter for the amount due.

To communicate any absences or for any scheduling questions please contact us at **425-488-6173** or [AlyssaBurnettCenter@SeattleChildrens.org](mailto:AlyssaBurnettCenter@SeattleChildrens.org)

## **DDA- Insufficient Hours:**

If for any reason you do not have sufficient respite hours available to pay for classes, you are required to pay out of pocket using the alternative billing method provided for any classes registered for, for the duration of the quarter.

## **One-Time Events:**

If you wish to attend One-time Events we will bill your case worker at the hourly reimbursement rate based on arrival and departure time to the Alyssa Burnett Center or the location of the event.

## **Burnett Center Rules & Participant Code of Conduct**

### **Electronics/Social Media**

- Electronics may be used during breaks and before/after classes
- It is center policy that no staff, instructors, or volunteers should be friends with participants on social media/networks or outside of the Burnett Center (this is not a personal decision, it's Children's Hospital policy)
- No electronics are allowed in classrooms (phones, tablets, laptops, music players, game devices), with the exception of note-taking or art-making

### **Photos/Videos**

- Photos may only be taken by Burnett Center staff & volunteers (or any person given permission by the staff, i.e. volunteers)
- Photography is restricted out of respect for those who have chosen not to sign the Seattle Children's photo release
- If participants want a photo of themselves, or their work, they may ask Burnett Center staff to take it

### **Personal Space/Boundaries**

- Ask first for hugs, high fives and handshakes
- Safe bodies, safe hands
- If both participants say yes, holding hands is allowed
- No kissing

### **Bullying/Respect**

- Participants are asked to be respectful and considerate of themselves, others and the center's property
- Respect the privacy of others (no asking personal information)
- Respect each other's differences (no discriminatory talk is allowed)
- We will not tolerate teasing or yelling at friends, instructors, staff, or volunteers
- No inappropriate talk is allowed (this includes talking about drugs, alcohol, sex, and discriminatory remarks)

### **Property/Office**

- Always knock before entering the staff office
- Ask before using center supplies outside of class (for example: cooking utensils, food, art supplies)

### **Arrival/Departure**

- Ask staff if you would like to hang out in a room before or after class
- There is a strict fifteen minute window in which you may be at the center before and after your classes
- You may only be in a class if you are enrolled, unless otherwise advised by staff

## Alyssa Burnett Center Off-Site Class and Activity Consent

### **SAFETY PROVISIONS and CONSENT**

I am the legal parent or legal representative of the participant who is enrolling in classes at the Alyssa Burnett Center (ABC). I understand the adult participants will participate in off-site activities which are warranted to practice skills and achieve recreational goals. I approve and consent to the following safety procedures to ensure the well-being of all participants:

- That all medical, nursing, or health care personnel of any hospital or other appropriate facility shall have authorization to provide emergency treatment as needed according to their professional discretion.
- In the event that the adult should run away from the control and supervision of the program staff during the session, all appropriate law enforcement or security personnel of any federal, state, county, or municipal entity shall be directed to detain and retain custody of our adult until we (parent/guardian) are contacted and may re-obtain custody or control of him/her.
- I have had an opportunity to notify my adult's clinician(s) about food restrictions, allergies, and other preferences.
- I have discussed the rationale for why off-site activities are important and I give my permission for my adult to go off-site. I have received a list of potential locations for where my adult may go during off-site activities and events.
- That transportation to/ from off-site events and activities will be provided by ABC and all vehicles will be operated by certified staff. All participants must adhere to state law and ABC rules while in the vehicle.
- The ABC does not provide insurance for participants.

### **WAIVER and RELEASE**

I, on behalf of myself and this client, acknowledge that he/she will participate in activities that may take place off Seattle Children's ABC grounds. In consideration for the opportunity to attend this program, I hereby waive any and all claims or causes of action against Seattle Children's and release Seattle Children's and its employees, agents, or affiliates from any liability arising from any injury or damage sustained in going off-site including during ABC transportation to, from, or between the ABC and off-site location.