

GIFT OF TIME RESPITE PARENT INFORMATION

Respite Basics

Note that the ratio of staff to child is 1:4 so we want to be sure all attendees are well supervised in a safe environment – abiding by the rules/reminders below will allow for a successful respite session for your child and all children in attendance.

- Lunch is provided - usually cheese or hamburger pizza or chicken nuggets and fries plus Sprite or water. *If your child has food allergies or a special diet, you must pack a lunch.*
- One afternoon snack is provided - usually Sprite and water plus a banana and "goldfish" crackers. *If your child has food allergies or a special diet, please pack a snack.*
- Dress your child in comfortable clothes and label your child's belongings.
- To participate in Respite Day, each child must have a church consent form and registration information on file. This is required so volunteers may provide a safe environment for your child.
- Medications for children must be administered by parents before arrival at Respite Day. Exceptions may be made on a case-by-case basis. **Please alert staff of any medication changes that might affect child's behavior.**
- For your child's safety and the safety of others, please let us know if there are any behaviors we need to be aware of such as aggression, self-injury or elopement.
- Please do not drop off early and please do not be late for pick up – respite staff cannot stay past 3:30 as church staff need to close up the building and set up for church the next day

Payment Policy:

Payment will be required at the time of registration for respite. Those who are using a respite voucher do not need to make payment. Gift of Time respite is \$25 per child with special needs. Siblings may attend for free.

Cancellation Policy:

Please let us know if you need to cancel by 8 pm. on the Friday before the respite session. **Because we must pay for staff according to our registration numbers, we will be unable to refund registration fees for those who do not cancel by this time.**

Note that we will be unable to continue to serve families who cannot abide by these policies.

Questions? Contact Alicia Byrd at aliciabyrd@mindspring.com or Claire Dees at claire@atl-spectrum.com.

Enrollment is limited so register early to reserve your spot!