

Reminders for our Respite Families

Our goal is to make your child or young adult's stay a relaxing and beneficial experience. We would appreciate you reviewing the items below before your next visit.

Emergency Contacts:

In light of last year's event at the home we wanted to remind you about our policy regarding Emergency Contacts. On each admission please provide us with emergency contact information of an individual **who is able to take your child into their care** in the event that we need to discharge your child early due to illness or emergency closure and you are out of town or we are unsuccessful in reaching you.

Transportation:

A friendly reminder that it is the responsibility of the parent to arrange for any transportation arrangements that your child may need during their stay. On discharge day some bus companies are not permitted to take large suitcases on the bus so please ensure that you discuss this with your driver before and let us know if we should send their belongings to school.

Medications:

All medication requires a pharmacy label. Staff cannot legally dispense medication from an unlabeled bottle or from a container with a hand written label. Vitamins, herbal compounds and over-the-counter medications are the exception but they must be in their original container with a manufacturer's label. Please also ensure that the expiration date is not passed especially with medications that are not used often.

Personal Belongings and Supplies:

Please ensure that your child has the appropriate equipment and amount of supplies needed for their stay (i.e. diapers, feed etc.) **Please label your child's clothing and belongings with their name or initials prior to admission.** Sending in only the amount of clothing require for the visit makes the admission process more efficient. We do have a lost and found cupboard and you are more than welcome to look through that cupboard to see if any of your belongings are in there.

Visitors:

Your children are more than welcome to have visitors while they are with us. Please ensure that you inform a staff member on admission if there is going to be a visitor providing their full name, description and whether or not they have permission to take your child out of the home. Please ensure you let the visitor know they must have photo ID ready to present to the staff.

Admissions and Discharges:

Sunday, Monday or Friday only please. Admits and discharges will not be allowed mid week as this shortens the visit for another family. Admissions are between 3:00 pm—4:00 pm, and Discharges are between 1:00 pm—2:00 pm. It is important you are here on time as we plan our routines around these times.



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