



2018/2019 ABA Sessions

Our evidenced-based ABA programs are individualized for children ages 2-10 years old who have a developmental disability and need some extra 1:1 assistance in a variety of skill areas.

- Individualized programming overseen by a Board Certified Behaviour Analyst (BCBA)
- Program is assessed and re-evaluated regularly by a Board Certified Behaviour Analyst (BCBA)
- Communication includes a daily communication book + progress reports
- 1:1 staff to student ratio

Ages: 2-12 years



2 Locations!



1076 Rutherford Road
(Between Dufferin and Bathurst)
 Vaughan, ON
 L6A 1S2
 905-417-6688

1445 Eglinton Ave W
(Eglinton and Allen Road)
 Toronto, ON
 M6C 2E6
 1-800-763-0582

Fees:

Days	Hours	Fee Schedule	Notes
To be determined	To be determined	\$55/hour <i>*Note: price includes BCBA fee + materials + paperwork</i>	<ul style="list-style-type: none"> • Free initial assessment to determine skill readiness • Session fees are GST exempt • All materials are included in your session fee • No credits or make-ups will be given for missed classes.
ABA Consultation Off-Site	<u>Examples:</u> School meetings, parent training, phone calls over 20 minutes, etc.	\$110/hour	<ul style="list-style-type: none"> • Travel is free within our catchment area (North: 401 to Teston Road, 400 to DVP) (Keele to Yonge, 401 to Bloor) • Travel outside our catchment area is billed at the hourly rate



Please Note:

All food that is brought from home and must be completely nut free
 At our south campus, all food must be kosher

www.kidmechanix.com
inquiries@kidmechanix.com
 1-800-763-0582



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Registration and Payment Policies and Procedures

Payment Policies:

- Invoices for the previous month will be provided at the beginning of every month.
- Payment is due on receipt and can be made by e-transfer, cheque or credit card.
- There is a 3% service charge added when paying by credit card.

Registration Confirmation:

- Kid Mechanix will confirm your registration via email once all paperwork and payment have been received.
- **Registration will not be considered formalized until you have confirmed back with us and pay the initial deposit of \$50**
- The initial deposit of \$50 is non-refundable and will go towards your last month's payment

Refund Policy:

- A child may be withdrawn from the program by providing one month's written notice.
- Your initial deposit will go towards your last month's payment.
- Any deposited tuition is non-refundable.

Attendance Policy:

- ABA programs are designed to be intensive.
- Commitment and attendance is required to ensure the maximum benefits of all students.
- If a student cancels three times or more within one month for two months, Kid Mechanix has the right to terminate services

Late Pick Up Fee:

- There will be a late pick up fee of \$20 for every 10 minutes past scheduled pick up time. The late fee will be payable in cash or cheque upon arrival.

Cancellation Policy:

- A notice of 24 hours is required in order to wave charges for your ABA session
- Sessions can be cancelled via email, text, or phone call to the Program Director

Sick Policy:

As per our handbook, if your child is sick with the following:

Colds: A child who has a runny nose that is NOT CLEAR should be kept home until it is clear. We understand that many children have runny noses for the duration of fall/winter and a CLEAR runny nose is acceptable. A child with a runny nose that is green/yellow will be considered not well to attend. Similarly, if a child with a clear runny nose requires constant wiping that is interfering with the instructors responsibilities, your child will be asked to remain at home until the cold has subsided.

Contagious Diseases: If your child has a contagious disease please notify the centre *immediately*. Your physician will give you a timeline for return to school.



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Pink Eye: Any child with white or yellow eye discharge, eye pain, or redness in the eye, eyelid or skin surrounding the eye should remain at home and be checked by a physician. This could be pink eye, an extremely contagious virus. Your child may return to school after 24 hours of antibiotic treatment.

Fever: Fever is defined as an elevation above the normal temperature of 98.6 Fahrenheit (37 Celsius) by mouth or 99.6 (37.5 Celsius) by rectum. A child should be fever-free for 24 hours before returning to the centre.

Influenza: A child who displays more than one of the following symptoms should stay at home and be checked by his/her physician; fever, persistent coughing, congestion, chills or muscle aches.

Rashes: A child with an unidentified rash that is spreading and/or getting worse should remain at home and be checked by a physician.

Swollen Throat: A child should remain home and be checked by a physician for strep throat. This is extremely contagious and the child should not return to the centre until 24 hours after the start of medication.

Vomiting and Diarrhea: The child should stay at home for 24 hours after the symptoms have ceased.

***Please Note ***

It is up to the discretion of your child's instructor or the Program Director to determine if your child is unwell and cannot be at the centre. If we determine that your child is not well enough to be at the centre, you will be contacted to pick up your child. You will be charged for the session. A doctor's note may be required in order for your child to return to school.

Additional Meetings/School Visits:

Any visits outside the centre for school meetings (IPRC, IEP etc.), parent training, or any other related services will be billed at \$110/hour.

If the travel time required exceeds 10km or 20 minutes, then travel will be billed as the hourly rate.

Late Pick Up Fee:

- There will be a late pick up fee of \$20 for every 10 minutes past scheduled pick up time
- The late fee will be payable in cash or cheque upon arrival

Select which days that you are applying for:

- Mondays – Time: _____
- Tuesdays – Time: _____
- Wednesdays – Time: _____
- Thursdays – Time: _____
- Fridays – Time: _____

Select the location:

- Vaughan campus
- Toronto campus



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School Experience

Name of School: _____ Grade/Class: _____

Attended from ____ / 20__ to ____ / 20__ Educational Assistant: Yes No

Siblings

Name: _____ Age: _____ School: _____

Name: _____ Age: _____ School: _____

Name: _____ Age: _____ School: _____

Marital Status Married Separated Divorced

Separated/Divorced how long: _____

Stepfather how long: _____ Stepmother how long: _____

Languages Spoken at Home _____, _____, _____

Emergency Contacts and Pick Up Permission Form

Emergency Alternate Contacts (besides mother and father):

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Please provide us with a list of people who have permission to pick up your child (besides mother and father):

1. Name: _____

2. Name: _____

3. Name: _____

Please note that photo identification will be required for pick up from people other than primary caregivers.



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Child's Likes/Dislikes

List some of your child's likes: _____

List some of your child's dislikes: _____

Parental Goals

Fill in only the applicable categories: *Be as specific as possible. Use the other side of the paper if you need more room.*

a) Language/Communication Goals: _____

b) Behaviour Reduction: _____

c) Academic: _____

d) Self-Help: _____

e) Play/Leisure Skills: _____

f) Social Skills: _____

g) Gross Motor: _____

h) Fine Motor: _____

List any additional information here:



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Program Concerns

Any programming issues or concerns are to be addressed directly with KM, and not through a third party, so that we may determine a plan to move forward/rectify the situation.

Guidelines for Responsible Conduct

Behaviour Analysts (BCBA's) adhere to a code of ethics regarding responsible conduct. As a client, you have the right to lodge a complaint about professional practices of Behaviour Analysts with the BACB. Parents are encouraged to review this code: <http://www.bacb.com/ethics>

Emergency Contact Form

In the case that an emergency arises: (please check)

- I grant permission to any staff member at Kid Mechanix Inc. and/or First Foundations Children's Academy to take whatever measures it feels proper and appropriate considering the circumstances.
- I give permission to have my child examined by a physician if the necessity arises.
- If, at any time, due to such circumstances such as accident, sudden illness, or emergency medical treatment is required, I give consent to emergency transportation.

Confidentiality

KM ensures confidentiality with respect to your treatment, except in the case of abuse, risks of suicide or homicide, or any case from a judge. Email may be intercepted between the sender and the receiver and is therefore neither secure nor confidential. Your continued use of email communication confirms that you accept this risk. KM will abbreviate names (using learner's initials instead) in emails to help increase confidentiality. KM posts data sheets and program materials on google drive. We also communicate via email. You can choose to opt out of google drive and/or email at any point by contacting the director of KM.

Email Consent

I am aware that email is not secure. However, it is a very fast and efficient way to communicate with team members.

- I grant permission for *Kid Mechanix, Inc.* to send me behaviour change programs (including data sheets, program materials, and team notes) via email as long as there is no identifying information on them.
- Do not send any programs or notes through email unless they are password protected.
- Please do not use email to communicate.
- Google Drive is okay.
- Dropbox is okay.
- No electronic documents are okay. (I recognize that this may slow down the programming process)



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Kid Mechanix bills using Quickbooks invoices.

- I grant permission for *Kid Mechanix, Inc.* to send my invoices/receipts via email. I recognize that there is identifying information on the invoices/receipts, but that is okay.
- Only send me invoices/receipts via email that are password protected. Do not send me invoices/receipts via email. Please print and deliver the invoices/receipts during your next visit, or mail the invoices.

Note: I understand that any information pertaining to my child or my family will be kept confidential. I also understand that if I choose to decline permission now or to revoke my permission at any time in the future, I may do so without any impact on my child's current or future programming or services. If I wish to revoke my permission in the future, I will submit my request in writing to Kid Mechanix, Inc.

Photography Consent Form

Photographs and/or videos may be taken during sessions for teaching purposes and to document child progress. With consent, these images may be used for newsletters, parent communication, teaching materials, arts & crafts, bulletin boards within the centre, Kid Mechanix website, etc.

Note: No identifying names will be issued with the pictures.

Please initial beside all statements that apply:

- I grant permission for photos/videos to be taken and distributed to parents/guardian (i.e., to document progress) – this would be done via email or other web-based program
- I grant permission for photos/videos of my child to be used within the centre (e.g., for teaching purposes, bulletin boards, arts & crafts, etc.)
- I grant permission for my child to appear in Kid Mechanix/First Foundations newsletters
- I grant permission for my child to appear on the Kid Mechanix/First Foundations website/facebook/etc.
Note: no identifying information will be used (i.e., names)
- I do **NOT** grant permission for any photos/videos to be taken of my child

Note: I understand that any information pertaining to my child or my family will be kept confidential. I also understand that if I choose to decline permission now or to revoke my permission at anytime in the future, I may do so without any impact on my child's current or future programming or services. If I wish to revoke my permission in the future, I will submit my request in writing to Kid Mechanix, Inc.



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Consent

Behaviour Analysts involve the client in the planning and consent for behaviour change programs (including skill acquisition programs and behaviour reduction programs). Behaviour Analysts tailor behaviour change programs to the unique behaviours, environmental variables, assessment results, and goals of each client.

- I grant permission for KM staff to make functional behaviour change programs without my written consent each time. An updated data sheet and/or behaviour protocol sent to me is sufficient. If I disagree with program changes, I will send an email immediately or call for clarification.
- I want to review behaviour change programs with only significant modifications (i.e., change of goals, use of new procedures)
- I want to review every behaviour change protocol before implementation. I am aware that this may slow down the rate at which programming can be implemented.

Parent/ Caregiver Contract

I hereby make application for the enrolment of my child at Kid Mechanix. With my application I am including a non-refundable deposit of **\$50** that will go towards my last month's payment. I understand and acknowledge the refund policy (refer to Page 2).

I acknowledge that I have read the application for enrolment and understand all policies.

PRINT name of child: _____

PRINT name of parent/guardian: _____

SIGNATURE of parent/guardian: _____ Date _____