

**Boston Higashi School
Continuing Adult Education Program
Policies and Procedures**

PROGRAM PURPOSE AND OBJECTIVES

The Continuing Adult Education Program (CAEP) at the Boston Higashi School (BHS) provides opportunities for adults with Autism Spectrum Disorder (ASD) to participate in quality activities by utilizing highly trained staff and state-of-the-art infrastructure. Alongside their caretakers (e.g., parents, group home staff, etc.), BHS former students (participants) will engage in a variety of activities based on a rich curriculum that is aligned with the Daily Life Therapy® educational approach. Because this program is anchored in the notion that education is a lifelong experience, the activities offered through this program formed part of their curriculum when they were students at BHS. The activities included in CAEP provide opportunities for skill development in areas of deficit for individuals with ASD, including fine and gross motor skills, socialization, leisure, recreation and cognition. Through this, participants will be engaged in a fun and friendly community where they can establish healthy habits and strong relationships. The ongoing availability of this program will help the adults to not only establish, but also maintain these skills, thereby promoting outcomes in overall well-being.

❖ Program Activities

The sessions will include structured activities such as: Art, Music/Jazz Band, Yoga/Physical Exercise, Cooking, Social Emotional Learning (SEL)/Zones of Regulation (ZOR) sessions, swimming, Dance, In/Outdoor games and Gardening classes will be added in the program. Based on the nature of the activity, class times can range anywhere from 20 to 60 minutes in length.

APPLICATION FOR PROGRAM

❖ Application Form

Application should be completed using the official CAEP Online Application Form, which is available through the Boston Higashi School Website: www.bostonhigashi.org/alumni. In order to fill out the form, applicants must confirm that they have read and understand the Program Policies and Procedures. Applicants will be notified prior to the start of the session as to whether or not they have been accepted.

❖ Tuition

Tuition is as follows: \$500/individual for the 6 sessions. If lunches are also being purchased, it is an additional \$25 per person, for up to 2 people per session. Tuition payments may be made by check payable to the Boston Higashi School (please note "CAEP" on the memo line); or by credit card using the PayPal link on the School website. When using PayPal, please be sure to denote "CAEP" in the "Purpose" section.

For those parents/guardians who may have missed the application deadline for a scholarship, or who may have applied but did not receive a scholarship, and for whom the tuition may be too much to pay in full (i.e., \$550/individual), please contact the CAEP Committee at BHSalumni@bostonhigashi.org.

Contributions for the CAEP program can be made in any amount. Contributions to CAEP may be made by check payable to the Boston Higashi School (please note "CAEP" on the memo line); or by credit card using the PayPal link on the School's website. When using PayPal, please be sure to denote "CAEP" in the "Purpose" section.

CAEP PROGRAM POLICIES

❖ Participation

Caretakers/parents are all expected to participate in all activities with BHS alumni online/on campus.

❖ Behavioral Management

It will be the primary responsibility of the caretakers/parents to stay with the participant at all times, to manage behaviors, and to maintain safety. Caretakers who attend must be capable and vigilant in terms of managing the behaviors of the participant.

❖ Medical Responsibility

Caretakers/parents are responsible for disclosing any medical issues (e.g., seizure disorder, allergies, etc.) to BHS staff upon registration. Likewise, caretakers should monitor the health of the participant while attending the program and should administer necessary medical items (e.g., medications, EpiPen®, sunscreen, bug repellent). Any medical changes or updates should be notified to CAEP staff members in a timely manner.

Legal guardians will be responsible for any medical expenses or transportation costs related to the participant's illness or accident. In the event of an emergency, 9-1-1 will be called.

Some activities in this program may be strenuous. Prior to enrollment, participants should check with their doctor.

❖ Attendance/Absence

Guardians and caretakers are responsible for informing the program staff of participants' absences or tardiness by emailing BHSalumni@bostonhigashi.org and/or by calling Dr. John Maina at (781) 961-0800 ext. 224.

❖ Cancellation

BHS adheres to directives for all State of Emergencies issued by the Governor of Massachusetts. If sessions are canceled by the BHS due to inclement weather or due to another emergency situation, participants will be notified via email by 8:00 am on the day of the session.

❖ Photo/Media Consent

BHS will take photographs and video recordings of the participants, their artwork/worksheets, their guardians, and caretakers at its discretion. The use of these photographs and recordings may include, but is not limited to:

- 1) Printed media, such as the school calendar, posters promoting school events, or advertisements for the program as a whole.
- 2) Social media, such as the BHS website, BHS Facebook/Instagram pages.
- 3) Events on/off campus, such as BHS Open House or conferences, that promote Daily Life Therapy®.
- 4) Public media, such as local newspaper.

BHS values all parties' privacy and will not pair their names with their images outside of the building. BHS will consult for additional permission before disclosing former student information to any public media sources that use images of the participants, parents/guardians, and caretakers.

❖ Change in Personal Status or Information

Guardians are required to provide immediate notification to the BHS by emailing BHSalumni@bostonhigashi.org when changes occur in the following areas:

- 1) Participant's information (name, residence)
- 2) Participant's guardianship
- 3) Guardian's contact information - name, address, phone number(s), email address
- 4) Caretaker's contact information - name, address, phone number(s), email address

CORRESPONDENCE

All correspondence will be made via email. If you have questions regarding the program, please email BHSalumni@bostonhigashi.org. If you need immediate assistance, contact Dr. John Maina at (781) 961-0800, ext. 224 or Leanne Haya at ext. 106.