



Parent's Night Out Program/Guardian & Participant Handbook
404.740.8900

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General Program Information

You deserve a night on the town. Meanwhile, your kids want to play and have fun. That's why we offer Parent's Night Out - a win-win evening for families. We welcome all our Parents to join us on the 1st, 2nd, 3rd, and 4th Fridays of June from 6:00pm-10:00pm or 6:30-8:30PM. Enjoy a Parents' Night Out while the children are under the care of AAC staff. Children will be provided a tasty and wholesome dinner followed by group of STEAM activities, including knitting art and Spanish language.

The program provides care for children and their sibling's ages 4 through 12 years and is available at several locations throughout the city. Reservations and registration forms are required to attend.

Parents' Night Out provides:

- A safe, nurturing environment for all children,
- STEAM activities and recreational experiences
- Care for siblings
- A staff/adult volunteer to child ratio of 1 staff to 6 child ratio for children ages 4–6 and a 1 staff to 8 child ratio for children ages 6 & up.
- Well-qualified and experienced staff,
- Themed activities/crafts,
- art educational program,
- knitting lessons,
- Snacks



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Locations Parents' Night Out Locations and Time:

Friday, June 1, 2018 at 6:00 PM to Friday, June 29, 2018 at 10:00 PM
(EDT)
138 Kirkwood Road Northeast Atlanta, GA 30317

Registration Forms:

Current registration forms that are thoroughly completed are required for participants for all Respite events.

Scheduling Parents' Night Out Once you have completed the registration forms, you may begin scheduling each month for Parents' Night Out events. To schedule, contact our scheduling coordinator, Yinette Wisdom at 404-740-8900 or aprendiendoacolor@gmail.com

We schedule all events a month in advance ie:

- if you would like to schedule for October you will call at the beginning of September. Each family can attend one event per month.

Cancellation Policy

Families must notify AAC by calling 4047408900x2420 within 3 hours if they are not able to keep their reservation for the AAC Services that the participant is registered for.

If families no - 4 - call/no show for an event, they will be required to put down a \$10.00 deposit for the participant the next time they would like to make a reservation.

The deposit must be paid in full **BEFORE** the participant attends the next event and is **NON-REFUNDABLE**. If families do not cancel their reservation, they may be prohibiting other participants from utilizing Parents Night Out Services. In addition, families understand that if they no call/no show multiple times, they will be at risk of losing the opportunity to continue participating in the Parents Night Out Programs at AAC.



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Schedule of Events

6:00pm-6:15pm- sign in and Mindfulness
6:15pm – 7:00pm: Welcome circle
7:00pm – 8:00pm: Age-appropriate STEAM activities
8:00pm – 9:00pm: Snack
9:00 -9:30 Quite time (Story time)
9:30pm – 10:00pm: Dismissal

Required Items to Bring

Each family who participates in a Parents' Night Out event **MUST** bring a bag, labeled with participants name/names. Please include the following items: Extra set of clothes (include underwear, socks, shirt and pant, for each member participating in the event) Diapers, wipes, pull-ups (if used) Anything needed to provide special dietary restrictions Coat/jacket, hat, mittens (adjust with seasons) Sensory Items (if needed).

What NOT to send your child with: Any electronics (i.e. cell phone, iPod, camera, Nintendo DS, etc.) An empty belly! We do NOT feed dinner to the participants. Snacks are typically served around 8p. Dinner! Do not send your child to Parents' Night Out with their dinner in hand. Please have them fed prior to coming to the event.

Please note that we are not responsible for any lost or stolen items.

Drop-off & Pick-up | Policies & Procedures

All children will need to be signed in and out by an approved parent/guardian each day. The sign in/out sheet will be in the lobby or pick-up area. A photo ID will be required at pick-up.

Drop off

- Drop off to the Parents' Night Out event begins at 6:15pm; Parents; Participants must arrive no later than 30 minutes after event begins or else the family will risk being turned away from the program for the evening. IF you know you will be



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running more than 15 minutes late to the program, please notify us immediately so that we can ensure proper staffing at the time of your arrival.

- Must be fed prior to the event (including g-tube feedings)
- You **MUST** have a completed, medication administration form turned in for medications. You can fill one out the night of the event or we have them available on our website.

Pick up Late arrival

Parents' Night Out ends promptly at 10:00pm a Per the AAC Program policy. Late Pick Up: \$15 for the first 15 minutes. \$2 per minute for each additional minute after 15. I understand that this fee must be paid in full to AAC before the participant can attend Parents Night Out. In addition, I am aware that multiple late arrivals could result in the possible termination of AAC Parent Night Out Program services in the future.

Behavior

Support staff will work with AAC staff to provide behavior recommendations to aid in reducing the target behavior(s). If the participant's behavior does not improve with the assistance of behavioral support, the participant may need to be withdrawn from the AAC program.

Sorry, no refunds are given. There are no refunds for children that are removed from the program due to any behaviour that is harmful to others children, persons or themselves.

Emergency or Crisis Situations

Parents & caregivers are expected to always be available via cell phone while their loved one is with us at a AAC event. If the primary parent or caregiver is not able to be reached, staff will contact the emergency contacts listed on the registration form. If emergency contacts cannot be reached, AAC reserves the right to contact emergency medical help (911) for assistance. Crisis or emergencies could include situations such as (but not limited to): fire, tornado, late pick up from a AAC event, medical concerns, or behavioral concerns.



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Compliments/Concerns/Questions? Please direct all compliments/concerns/questions to Yinette Wisdom, Manager of AAC Services. Yinette can be reached at 404.740.8900 or aprendiendoacolor@gmail.com.



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Acknowledgement of receipt of AAC Parent Handbook

This is to acknowledge that my family has read the AAC Parent Handbook (found at <https://www.aprendiendoacolor.com/parents-night-out>). I understand that it contains important information on the general policies of AAC.

I will familiarize myself with the material in the Parent Handbook. I further understand that AAC may change, rescind, or add to any policies, or practices described in the Parent Handbook at any time, with or without prior notice.

I have discussed the contents with all members of my family who will be participating at AAC. By signing this document my family consents and agrees to abide by the policies and procedures of AAC.

Date

Parent signature