



KABAS

**KALAMAZOO ACADEMY FOR BEHAVIORAL
& ACADEMIC SUCCESS**

**PARENT & STUDENT HANDBOOK
2024-2025**

2595 N. 10th Street
Kalamazoo MI, 49009

Dear Parents,

Welcome to the Kalamazoo Academy for Behavioral and Academic Success (KABAS). At KABAS, we are committed to providing a positive and nurturing learning environment where all learners can thrive. Our educational approach is based on decades of research on Applied Behavior Analysis (ABA) and the Strategic Science of Teaching (SST). Our unique, data-driven approach supports behavioral, social-emotional, and academic success for all children.

The purpose of our Parent Handbook is to provide you with essential information about what to expect this school year. In this handbook, you will find information about our school, what you can expect from us and our employees, and what we expect from you as a partner in the care of your child. If you have questions about any information provided or any other aspect of the service you will be receiving, please do not hesitate to contact our office.

We are excited and honored to begin this wonderful journey of learning together.

Sincerely,

Your KABAS Team

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Your KABAS Team

At KABAS, we are committed to providing your child with high-quality individualized education and behavioral services. All of our Classroom Instructors use strategies from Applied Behavior Analysis (ABA), working with children who have unique learning needs, and will collaborate to support all areas of learning for your child. Common staff roles at KABAS are listed below.

Classroom Instructors

Classroom Instructors are responsible for implementing evidence-based curricula and individualized interventions in a classroom setting. Under the supervision of the Program Director, Classroom Instructors will administer assessments, implement curricula, and make data-based decisions to ensure each student achieves behavioral and academic success. Instructors will receive supervision and support from the Executive Director and Clinical Supervisor as needed.

Registered Behavior Technician

Registered Behavior Technicians (R/BT) are responsible for the direct implementation of treatment plans related to skill-acquisition and behavior reduction under the supervision of the Clinical Supervisor.

Clinical Supervisor

The Clinical Supervisor is a Board-Certified Behavior Analyst (BCBA) responsible for assessing, planning, developing, and monitoring various learning and behavioral support services to meet individual learner and family needs. The Clinical Supervisor will collaborate with caregivers to ensure they receive the level of support needed while working with other team members and professionals to ensure a comprehensive and effective educational plan. The Clinical Supervisor will also collaborate with other team members including educators, teachers, and other professional providers. The Clinical Supervisor develops an effective training and supervision system for Registered Behavior Technicians (R/BT) and Classroom Instructors, conducts evaluation of staff performance, and provides continued mentorship.

Administrative Support

The Administrative Assistant manages the administrative responsibilities of client services such as scheduling, daily communications, assisting the Executive Director in the planning, organization, coordination, administration, and management of assigned school's activities and daily operations.

Executive Director

The Director provides strategic leadership and development of systems that support academic and clinical outcomes for all students. They manage the school as a non-profit organization and oversee its operations while carrying out its mission according to the strategic direction of the Board. The Director holds a PhD and is Board Certified Behavior Analyst.

KABAS Policies and Procedures

Admission and enrollment policies

Enrollment: The Fall semester begins in September of each year. New enrollment and re-enrollment for the Fall semester should be completed by May 31st of the corresponding school year. However, we will also accept applications throughout the school year, based on availability. If you have questions regarding the enrollment process, please reach out to the main school email at kalaamazooschool@kalamazooschool.org. To enroll your child in KABAS, follow these steps:

- Step 1:** Complete the Enrollment Application and return the completed application to KABAS by 5/31/2024
- Step 2:** The Director will review your application and will contact you to schedule a meet and greet to discuss the appropriateness of our services.
- Step 3:** You will be notified of your child's acceptance to the school and sent an Enrollment Packet.
- Step 4:** To guarantee your child's placement, we must receive a signed Enrollment Agreement within 7 days of notification of acceptance.

Withdrawal Policy: Please see the enrollment agreement for details about our withdrawal policy.

Tuition: To determine each family's ability to pay tuition, KABAS uses a sliding scale fee based on household discretionary income level. We estimate that the cost of providing our services will be \$30,000. However, generally, the KABAS tuition fee is 5% of household income for all students, up to \$30,000 per year. If a child has two households, then the biological parents will determine how to share the 5% of household income. The minimum amount that a family can pay for tuition, based on their income level, is approximately \$125 per month or \$1,500 per year. Tuition will be in place regardless of any other additional service payment supports such as Insurance coverage for ABA.

If a student qualifies for Applied Behavior Analysis (ABA) services through their insurance provider, those sessions will be billed according to their authorization. We are committed to helping all families access our unique educational services; If a family is not able to afford the minimum tuition, we will work with them on an individual basis. Our Board and Executive Director will also work diligently to raise funds that may provide scholarship opportunities; and we invite parents to participate in our fundraising efforts. You may contact the Executive Director to determine a plan that is best suitable for your family.

What to bring to School: The [2023-2024 school supply list](#) provides you with a guide for school supplies that your child will need at KABAS. Please note that all students should have all items on this list. However, Items with an asterisk* may be necessary only for some students. If your child needs other items later, we will contact you directly. Students are expected to bring all of their supplies on the **first** day of school, 9/11/2023. You are encouraged to send extra snacks, a change of clothes, and other items that we can store for your child at KABAS.

Attendance

Arrival and departure: Timely attendance is important for your child's progress. Please expect the following during drop off and pick-ups:

Drop off and pick up: Drop off time will be between 8:30 AM-8:55 AM Monday-Friday. Pick up time will be between 3:30 PM - 4:15 PM Monday-Friday. During this time, we request the following:

- Please drop off and pick up your child in the main lobby. An instructor will meet you there.
- If you brought siblings, please have them sit or stand next to you as you wait for your child.
- Remember to sign your child in and out before leaving the building.
- For your child's safety, students will only be released to those who are on your authorized pick-up list or emergency list.
- You are responsible for updating your authorized pick-up list.

Tardy: A tardy is defined as dropping off or picking up your child more than 10 minutes after the start of the school day (e.g., 9:10AM or after) or after the end of the pick-up time (4:25 PM). A good rule of thumb is to plan to arrive early to avoid unexpected delays.

We understand that unexpected events may arise from time to time. Please CALL or TEXT the office (269-633-9218) as soon as possible, if you will be late to drop off or pick up your child. If we have not received any updates or had any communication after 20 minutes from the scheduled start time, we will consider the child absent for the day. Please note: If this is a recurring problem, you may incur charges for recurrent tardiness and/or no-shows to offset the cost of staff time.

Absences (planned and unplanned). Planned cancellations include vacations, doctor appointments, or other planned appointments that can't be scheduled outside of school day. And during the holidays we understand that families need to take time off. For planned absences, we request at least a **2-week notice**, with more notice given whenever possible. Please email the office about planned absences at kalamazoschool@kalamazoschool.org. For unexpected absences, please call or text (269-633-9218) to notify the office as soon as possible and no later than **7:30 a.m.** on that day, or the night before, when possible. This ensures that we have ample time to notify staff and adjust scheduling. If a student (planned or unplanned) has more than 6 absences in one month, the Director will meet with you to discuss a plan of action to support consistent attendance.

Inclement Weather

If inclement weather forces us to close, you will be notified by email and/or text that KABAS is closed. Generally, we will follow the Kalamazoo Public School (KPS) closures. If The Point Community Center is closed because of issues related to inclement weather (e.g., power loss), KABAS will also close. The safety of our students and staff is our number-one priority.

Meals Policy

Lunches: You should provide all of your child's lunches. KABAS will not provide any meals for students. Please make sure your child has their own water bottle that they bring daily. If your child has a special diet or severe allergies, please be sure to communicate this information with the office staff in advance.

Nut-free policy: Please be sure to send meals, snacks, treats, and lunches that do not contain peanuts, peanut butter, or peanut ingredients. This is important because all students share a common area during mealtime. Foods that may contain peanuts and peanut ingredients will **NOT** be allowed. Despite the "nut-free" policy, we make no guarantee that the premises will be completely nut-free. We disclaim any liability for violations of the "nut-free" policy.

Activities of Daily Living (ADLs)

If your child needs some level of support during activities of daily living (e.g., toileting, hygiene), you are required to send supplies that they may need including, diapers, wet wipes, and one or more changes of clothing. All items should have your child's name clearly written on them. In the event we are implementing a toilet training program with your child, additional changes of clothing may be required. If a child can independently use the restroom, staff will stand outside the door to provide him or her maximum privacy but also make sure they are safe. If a child needs support with their toileting routine, they will be taken to the restroom on a regular schedule in keeping with our toileting policy.

Personal Property

We will make every effort to ensure any personal property (e.g., diapers, wipes, and one or more changes of clothing) are well cared for by the learner and staff. However, we are not responsible for any damages or losses.

Safety Policies: Health, Covid-19, Medication, and Emergencies

Illness: We want to make sure that all students remain healthy and safe throughout the school year. If your child **shows 2 or more signs of illness the night or morning before the school day starts, please plan to keep them home for the day.** Here are the symptoms to look for:

- Is unable to stay awake and actively participate in activities
- Is in the contagious phase of a communicable disease
- Has a temperature of 100 degrees or higher within the last 24 hours, without medication
- Is coughing or wheezing
- Has an unexplained rash
- Has open skin sores
- Has diarrhea or has been vomiting within the last 24 hours.
- Has discharge from the eyes or ears or has profuse nasal drainage or congestion.

- Has head lice or nits on hair or scalp and has not yet obtained a written release from a healthcare professional
- Has any contagious medical condition that will interfere with their participation in class or sessions or put the health and safety of others at risk
- Has not taken prescribed antibiotics for at least 24 hrs following an illness

If your child shows any of these symptoms during sessions, he/she will be isolated in an unoccupied room under the supervision of a team member until a caregiver arrives. We will make every effort to reach you by phone. If you cannot be reached personally within 30 minutes, we will contact your listed emergency contacts by phone, until someone is reached who will pick up your child. It is important that you complete the “Client Emergency Contact Form” so that we have the most current information.

Following a contagious illness, you must have a doctor’s note indicating when your child will be able to return to school. In the event your child may be exposed to a communicable disease while at school, we will send a letter home as soon as possible detailing the disease and what actions, if any, need to be taken.

Covid-19 Procedures: If you suspect that you or a member of your household has been exposed to COVID-19, it is best to isolate and then get a Covid test. If you or a member of your household tests positive for COVID-19, please plan to **keep your child home for at least 5 days** and then take the following steps, as recommended by the CDC:

- Wear a high-quality mask if you must be around others at home and in public.
- Do not go places where you are unable to wear a mask. For travel guidance, see the CDC’s [Travel webpage](#).
- Stay home and separate from others as much as possible.
- Use a separate bathroom, if possible.
- Don’t share personal household items, like cups, towels, and utensils.
- Monitor your symptoms. If you have an emergency warning sign (like trouble breathing), seek emergency medical care immediately.
- End isolation and return to school after 5 days when symptoms have decreased AND you have a negative COVID-19 test from Walgreens or a physician.

First Aid and CPR procedures: In the event of a mild injury or incident involving your child, such as a small scrape, cut, bruise, etc., staff will administer First Aid as needed. If necessary and in an emergency, all staff are CPR trained and will be able to administer CPR as needed. An incident report will be completed and reviewed with you during pick up. If there are any questions about the situation, please contact our office. In the event of an injury or incident that is more severe, you will be contacted immediately via phone. If you cannot be reached personally, we will begin calling those listed as emergency contacts until someone is reached.

Medication: Please note that KABAS does not employ medical personnel (e.g., nurses or medication techs); and therefore, we are limited in our ability to store medications and to administer medications in an emergency. If your child requires scheduled medications, please be sure to sign the “Release for Medication” form that is part of the enrollment form. All drugs must remain double locked in a

designated location in our school, with access by the Director and Clinical Supervisor only; and the medication must remain in its original container with identifiable information including: the client's name, date of birth, medication name, dosage, and expiration date. No medications will be destroyed or discarded by the center staff and will be returned to you, following the expiration date. You are required to indicate to the designated staff the appropriate usage and administration of the emergency medication and to provide written guidance. This information will be stored in the client's record. A video may be recorded for training purposes and stored in the client's record. Medications will be reconciled at least weekly and at the time of administration.

Applied Behavior Analysis (ABA): Insurance Authorizations and Services

Insurance authorization: If your child has received an Autism Spectrum Disorder (ASD) diagnosis, they may qualify for insured ABA services. The KABAS authorization and billing team will contact your insurance provider to determine your child's health benefits. You are encouraged to contact your insurance provider and get a clear understanding of your child's benefits as well. Once we receive authorization from your provider, we will begin the evaluation process and develop a treatment plan. All ABA services are typically covered by your provider, though you may have co-pays. Please note, it is possible that an insurance provider may deny services for your child. If this happens, your child will continue to receive support while we work through the authorization issue. Please make sure that the office has a copy of your most current health insurance.

Assessment and reassessment: All treatment programs begin with a multi-day assessment process that allows us to assess your child's current skills and needs. From there, our clinical team, led by a Clinical Supervisor, creates an individualized treatment plan that addresses your child's unique needs.

Throughout your child's receipt of ABA services, your Clinical Supervisor will conduct periodic reassessments. A reassessment report will be completed with data documenting your child's response to the intervention. The report will be sent to your insurance case manager (or other third-party funder) to obtain an authorization for ongoing services as necessary. Before sending the report, your Clinical Supervisor will meet with you to discuss your child's assessment results and get your approval of our treatment services.

Insurance Changes and Questions: If your insurance carrier or health plan changes, please communicate with the KABAS office. Failure to do so may result in ABA services being placed on hold as we work to get approved authorization. We will do our best to ensure continuation of services.

Health-Related Changes: Please inform your clinical supervisor of any health-related changes that may impact your child's progress, changes such as medication changes, diet changes, and new or ongoing health issues. If your child is hospitalized for any reason, you must communicate any discharge instructions to your clinical supervisor before your child returns to school. They will likely consider this information when analyzing the success of the treatment program. This is also a great source of objective data for you to have when making medication decisions with your physician.

Client Rights: Your child has the right to receive medically necessary services that are effective, individualized, and least restrictive (i.e., based on scientific literature, adapted to your child, and enhances your child's ability to function without interference or loss of freedom). Your child has the right to be treated with respect, dignity, and compassion and receive services in a setting free from abuse, neglect, retaliation, humiliation, restraint, seclusion, coercion, and/or exploitation (financial or otherwise). KABAS does not discriminate. We believe your child has the right to receive services without regard to race, color, sex/gender, religion, relationship status, sexual orientation, culture, national origin, physical or mental disability, medical condition, economic status, or educational background. For more information about your child's rights, please see the "Client Rights" document in your intake packet. This document is also posted in our lobby and on our website.

Ethics and Professionalism: Our clinical team abides by the Behavior Analysis Certification Board's (BACB's) Ethics Code for Behavior Analysts. Some of these guidelines will impact you directly and are summarized here for your convenience.

- We will avoid conflicts of interest and multiple relationships that may interfere with the exercise of professional discretion and impartial judgment. This means that our director, clinicians, and staff cannot engage in relationships outside of the professional relationship (e.g., babysitting services for your child or family, exchanging personal email, phone calls, texts, and engaging on any personal platforms on social media). If a personal relationship already exists between a client/parent and a staff member, it must be disclosed to the Director immediately. If a caregiver is interested in an employment opportunity at KABAS, the application and hiring process will be reviewed carefully and decisions will be made based on an individual basis. Clinicians and staff members may not provide any clinical services to children of families with whom they have personal relationships.
- Our clinicians only provide services that are within the boundaries of their education, training, license, and certification. We will provide resources that we have available as needed but we cannot implement services that we are not trained to provide.

Communication and Collaboration

Communication: We will work hard to communicate with you frequently to ensure you are always up to date with any changes or information that may impact you or your child. All communications should be sent via email. Urgent information can be sent via text and/or email (e.g., closures due to inclement weather) or via phone call.

To ensure timely communication, routine communication with the staff will occur during normal business hours (8AM-5:30PM) unless otherwise stated by your Clinical Supervisor or the Director. If you need to contact staff outside of normal operating hours, please send an email. For urgent communications, please call or text the office.

Concerns

We value collaboration and mutually beneficial communication. If you have concerns, questions, and or feedback to share, please reach out to our Clinical Supervisor first. We take every complaint of

discrimination and harassment seriously. If a concern is not resolved in a meaningful way, please reach out to the Director.

Parent Handbook Acknowledgment & Agreement

By signing this, I acknowledge I have received, read, and understand the KABAS Parent Handbook. I agree to all requirements.

Parent Name: _____ Date: _____

Parent/Guardian Signature: _____

Please note, this handbook is subject to revisions and change throughout the school year at the Director and Board discretion.



2023

SEPTEMBER

SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER

SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER

SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

Legend for Calendar

September

- 4th- Labor day
- 11th- First day of school at KABAS
- 25th- Half Day
- 26th- Half Day
- 27th- Half Day

October

- 6th- Half Day
- 11th- 12th- Half Day

November

- 17th- Half day
- 20th- Half day
- 22nd - 24th- Thanksgiving Break

December

- 13th- Half Day
- 25th- 30th- Winter Break

- **No school**
KABAS not in session

- **Important dates to remember**
First and last day, early dismissal, holidays, etc.

*Please note: this is a tentative calendar from September 2023 to December 2023 and is subject to change.