

Autism Muva Respite Care

Policies & Procedures

Mission Statement

At Autism Muva, our mission is to provide a safe, loving, and sensory-friendly environment for children on the autism spectrum ages 2–5. We support families by offering respite care that nurtures children's social, emotional, and developmental growth while giving caregivers peace of mind.

Admission & Enrollment

- Children must be ages 2–5 and eligible for respite care through Desert Regional Center (DRC) or as private pay clients.
- Enrollment requires:
 - Completed intake form
 - Health history form (including allergies, dietary restrictions, medications, and emergency contacts)
 - Signed consent forms
- A meet & tour is required before the first session.

Scheduling & Attendance

- Sessions are available Friday–Sunday, 8:30 am – 6:30 pm (up to 5 hours per day).
- One Parents' Night Out per month with extended hours until 8:30 pm.
- Autism Muva will also be open on select Clark County no school days and breaks. Hours may be extended and will reflect the length of the session upon booking.
- Sessions must be booked in advance online or by phone.
- Cancellations require 24 hours' notice when possible. Repeated no-shows may affect scheduling priority.

Fees & Payment

- Payment is due once a booking is requested, unless funded through DRC.
- If Autism Muva must cancel a confirmed session for any reason, payment will be refunded in full.
- Sessions will not be held without payment confirmation (for private pay families).
- Regional Center-funded sessions will be billed directly through the center.
- It is the caregiver's responsibility to ensure all required forms, approvals, and funding arrangements with the Regional Center are completed before services begin.
- If for any reason the Regional Center does not issue payment to Autism Muva, the caregiver is responsible for full payment of services rendered.
- There is a 10-minute grace period for pick-up after a session ends. After that, a \$2 per minute late fee will apply.
- Please be on time for drop-off and pick-up to ensure we remain properly staffed and all children receive the highest quality care.

Staffing & Ratios

- Autism Muva maintains a 1:5 staff-to-child ratio.
- All staff are:
 - CPR/First Aid certified
 - Trained in autism awareness and sensory support
 - Background-checked through Nevada licensing requirements

Health & Safety

- Children must be free from fever, vomiting, or contagious illness for 24 hours before attending.
- Parents must provide:
 - Backup clothes
 - Diapers/pull-ups/wipes if applicable
 - Any necessary comfort items (headphones, fidgets, etc.)
- Staff are not permitted to administer medication unless pre-approved and documented.
- Emergency procedures (fire, earthquake, or evacuation) are practiced regularly.

Snacks & Meals

- Parents must provide all meals and snacks unless otherwise arranged.
- Autism Muva is a peanut-free environment.
- Staff encourage healthy, dye-free, and allergen-friendly snacks.

Behavior Guidance

- Positive reinforcement and redirection are used at all times.
- Physical punishment, restraint (outside safety emergencies), or shaming is strictly prohibited.
- If a child displays unsafe behaviors, staff will:
 1. Ensure immediate safety.
 2. Redirect to a calming activity.
 3. Document the behavior and share with the parent.
- If repeated safety concerns arise, a meeting will be scheduled with parents to develop a support plan.

Parent Responsibilities

- Parents/caregivers must:
 - Arrive on time for drop-off and pick-up.
 - Keep all contact and emergency information current.
 - Communicate changes in health, behavior, or routine.
- Parents are welcome to observe by appointment but are asked not to remain in the play area during sessions to promote independence.

Confidentiality

- Autism Muva respects the privacy of all children and families.
- Staff are required to maintain confidentiality about all children's health and developmental information.

Incident & Emergency Procedures

- Parents will be contacted immediately in the event of injury, illness, or emergency.
- Incident reports will be documented and shared with parents.
- In the case of a serious emergency, 911 will be called first, then parents will be notified.

Termination of Services

Autism Muva reserves the right to terminate services if:

- Policies are repeatedly violated.
- Payments are not made.
- A child's needs exceed the level of care we can provide safely.

Acknowledgment

I have read and understand the Autism Muva Policies & Procedures. I agree to comply with these policies while my child is enrolled in the program.

Parent/Guardian Name: _____

Signature: _____ Date: _____