

## Table of Contents

Executive Director's Welcome .....	2
Mission/Learning Program .....	3
Academic Syllabus .....	4
Enhanced Curriculum Opportunities .....	5-6
Therapy Services/ Additional Services .....	7
School Supplies/Lunch and Snack .....	8
Extra!! Extra!! .....	9
✓ Field Trips .....	9
✓ Birthdays .....	10
✓ Photo Policy .....	10
✓ Appointments .....	10
✓ Volunteering .....	10
Visitors/Home and School Communications .....	11-12
Transportation/Morning Arrival/Afternoon Dismissal .....	13-14
Attendance/Extended Absence .....	15-16
Student Health .....	17
Policy on Management of Communicable Diseases .....	18
Emergency Closing/Evacuation .....	19
Social Services .....	20-21
Home School Association .....	22
Development .....	23
Confidentiality/Student Records .....	24

## Welcome

Dear Parents,

We are so pleased that you and your child are a part of our CTC Academy family! Our primary mission is to provide your child with a safe, healthy and enriched environment to promote and support their educational, therapeutic and social development. We are also here to support you in the joyous and serious task of raising your child. Please feel free to contact us about any questions you may have about your child's school day. Similarly, as you share information with us about your child's home life, it will better equip us to help them.

This Parent's Handbook is provided so that we will know what to expect of each other. It is our hope that you will take the time to read the Handbook carefully and contact us regarding any questions.

Working together, we can set your precious child on the road to a happy and successful experience at CTC Academy and beyond!

Thank you for your cooperation and support!

Most sincerely,

Ken Berger  
Executive Director



## Mission

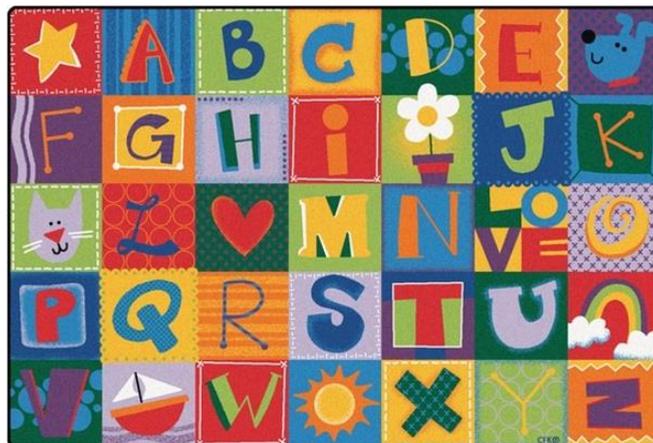
CTC Academy provides educational and therapeutic services for children with developmental disabilities. A multi-sensory approach is utilized in a nurturing and caring environment to enrich the lives of our students and maximize their potential while lending support to their families.

## Learning Program

CTC Academy- Fair Lawn Campus' comprehensive learning program includes a full day, from 9:00 a.m. to 2:30 p.m. for grades preschool, pre-kindergarten, kindergarten and early primary grades. The framework of our curriculum incorporates various research based curricula as well as theme based multi-sensory and developmentally appropriate lessons and activities. Our classrooms are designed to offer students an intimate class setting where individualized education program (IEP) goals and objectives are addressed through motivating and engaging lessons and activities. The focus of our program is on increasing communication while fostering creativity and independence.

### Program Features:

- Small class size with high teacher to student ratio
- Bright and cheerful classrooms equipped with state of the art technology, e.g. smart boards, large screen monitors, adaptive switch toys and games, as well as assistive and augmentative technology
- Extended school year full day program during the month of July
- Variety of instruction models infused throughout school day: direct/individual instruction, small group and centers
- Occupational, Physical, Speech/Language and Feeding Therapy available
- Behaviorist on staff for consultation with school and home concerns
- Enhanced Curriculum Opportunities (see page 5)



## Academic Syllabus

### Program of Study- Preschool (Ages 3-5)

<p><b><u>Academic Subjects: All Year</u></b></p> <ul style="list-style-type: none"><li>• Language Arts- 5x a week</li><li>• Math- 5x a week</li><li>• Science- 2x a week</li><li>• Social Studies- 2x a week</li><li>• Creative Arts- 3x a week</li></ul>	<p><b><u>Non-Academic Courses:</u></b></p> <ul style="list-style-type: none"><li>• Physical Ed (1x week)</li><li>• Music (1x week)</li><li>• Yoga (1x week)</li></ul>	<p><b><u>Electives: 1x week</u></b></p> <p>Annual Rotation <i>Each student participates in one</i></p> <ul style="list-style-type: none"><li>• Ballet</li><li>• Move Program</li></ul> <p><b><u>Recess 12:30:</u></b></p> <ul style="list-style-type: none"><li>• Dramatic Play</li><li>• Floor Play</li><li>• Games</li></ul>	<p><b><u>Special Programs:</u></b></p> <p>Students chosen through lottery. Each student participates at least once in three years.</p> <ul style="list-style-type: none"><li>• Swim</li><li>• Pony Power Riding</li></ul>
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## Enhanced Curriculum Opportunities

### Adapted Physical Education

The Adapted Physical Education (APE) Program was developed to provide a stimulating, educational and safe environment for all students while introducing various movements and games to assist in the achievement of individual goals. Students develop confidence in gross and fine motor skills which provides a foundation for participation in a variety of individual and team sports.

### Ballet

Ballet class provides a movement experience for the children which is enriching in that it combines music, movement, socialization and the opportunity to share in an activity which is enjoyed by their typically developing peers. The movements are therapeutically designed to address joint range of motion, strengthening, weight shifting and trunk strength and mobility. In addition, the children work on their visual attention, ability to focus, ability to imitate or initiate movement and/or ability to calm. The program culminates with an end of the year recital in the Spring.

### Let's M.O.V.E. (An acronym for 'Movement Opportunities, Variety of Experiences')

M.O.V.E. group is a collaborative effort by teachers, therapists and paraprofessionals dedicated to providing a meaningful movement experience to students of all abilities using a multisensory approach. Activities are created that will motivate the students to explore and enjoy movement through social interaction with their peers. Activities are organized into monthly units that provide a variety of sensory experiences, including body and spatial awareness, position in space, motor planning, visual attention and much more! M.O.V.E. group promotes independence by focusing on students' strengths and abilities in a safe and stimulating environment. Students will have the opportunity to demonstrate their new skills and abilities in an end of the year movement, talent exposition.

### Yoga

Yoga has become part of our school program! Research has demonstrated the many benefits of introducing yoga practice to children with developmental challenges. Yoga is utilized at the CTC Academy as an effective tool for improving body awareness, respiratory function and the ability to maintain a calm and attentive state, as well as building muscle tone, increasing flexibility and balance, and improving sleep patterns.

### Monthly Nutrition Clinics

Our monthly Nutrition Clinic is run by a Registered Dietician/Nutritionist who meets privately with our students' families and school team to discuss issues such as increasing or decreasing calories, hydration, reflux, constipation, ketogenic diets, etc. and how they may be improved through dietary changes. Dietary recommendations are then carried out by the child's school team to help resolve such issues. Weight is also monitored by our Nursing Department.

### Monthly Physiatry Clinics

Dr. Martin Diamond, a Physiatrist from Children's Specialized Hospital, holds a monthly clinic at CTC Academy . A Physiatrist is a doctor of Physical Medicine who addresses the physical needs of the children. Dr. Diamond meets privately with our students' families and school team to evaluate the children on issues which affect their physical abilities such as management of their muscle tone, need for orthotics, modifications to their orthotics or suggestions for equipment such as adapted seating and standers. Dr. Diamond possesses a great deal of skill and knowledge in treating our special needs population. He understands that many of our children are followed by other specialists and will offer suggestions which parents can pursue if interested. Parental permission is required for visits to take place and there is no fee to parents for this service.

### Adaptive Swim Program

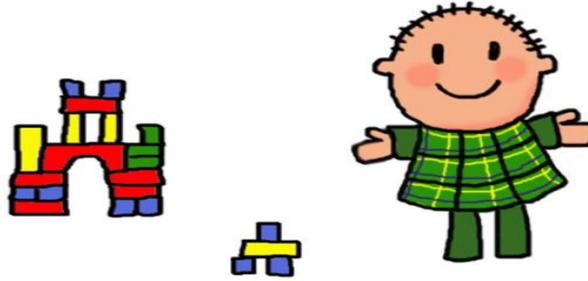
Similar to aqua therapy, the adaptive swim program is held at the Ridgewood YWCA and involves performing exercises in the water. It is wonderful for children with various types of developmental or physical disabilities. Swimming can be a great activity, as it offers support to the entire body, and allows children, who may find moving on land painful and awkward, the opportunity to move more freely and easily. And it's fun! Ten to twelve students will participate during the fall each year.

### Therapeutic Horseback Riding

Held at Pony Power, students receive equine-assisted activities in a safe, nurturing environment. Riders on horseback can gain more flexibility, balance and muscle strength. On the ground and in a group, individuals can explore and develop unique relationships with a horse which can lead to increased confidence, patience, self-esteem and foster feelings of independence and pride. Ten to twelve students will participate during each semester (fall and spring) every year. Students are selected based on parent interest, previous participation through the CTC Academy, and a lottery system.

### Assistive Technology

Our Assistive Technology program consists of state of the art computers with adaptive software and high and low tech communication devices. We also utilize a variety of switches to access these devices. Smartboard technology is now part of our every day!! The Assistive Technology team consists of speech, occupational and physical therapists that assess and make recommendations and adaptations to equipment to meet the needs of our children.



## Therapy Services

CTC Academy offers individual physical, occupational, and speech therapy as well as assistive technology. Frequency of therapies is defined in each student's Individualized Education Plan. Therapists work together with teachers in order to define optimal treatment plans and goals. Therapy sessions are 30 minutes in length and may be provided in either the therapy rooms or classrooms. Please check your child's communication book for information about his/her therapy sessions on a daily basis.

Each family will receive a copy of their child's therapy schedule at Back to School night. The schedule may change during the year for various reasons (e.g., child naps during therapy time). Parents are welcome to observe their child's therapy sessions. Please contact your child's therapist to make an appointment to observe a therapy session.

## Additional Services

Our professional staff offers the following consultative and specialized services for our students:

- Behaviorist
- Physiatrist
- Assistive Technology
- Equipment and Orthotic Clinics



## School Supplies

In order to support your child's learning program, we require various supplies; some which may be left at school and some which will go back and forth to home/school daily.

In addition to the items listed below, teachers and therapists may request items throughout school year to support our program.

**Please label all items that you send to school with your child's name. Clothing should be comfortable and appropriate to support active play and movement throughout school day.**

Items To Be Left At School:

- Diapers
- Grooming and Hygiene Supplies as your child needs or teacher/therapist requests
- Additional clothing (which may need to be changed seasonally), including pants, socks, shirts, undershirts, underwear, etc.

Items To Be Brought In Daily:

- Lunchbox
- Lunch/Snack
- Backpack
- Daily Communication Book

## Lunch/Snack

Nutrition is a vital component in keeping your child healthy. CTC Academy recommends that you pay special attention to the food choices you select for your child, making sure that each meal provides adequate representation from all of the food groups. Also, please pay special attention to foods that may present a choking hazard to your child. Food such as peanuts, fruit snacks/gummies, popcorn, hot dogs and grapes can easily occlude the airway. Please do not send such foods to school, as we may not allow your child to consume it. We do not offer a lunch program, however we have refrigerators, toaster ovens and microwaves to store and heat up your child's food when needed. Due to food allergies, certain foods may be prohibited in the classroom as well. Your child's teacher will notify you of any restrictions. If you have any questions or concerns about nutrition or food choices, please consult your child's Speech/Feeding Therapist or one of the School Nurses.

**EXTRA, EXTRA!!!**



### **Field Trips**

Throughout the school year, students are given the opportunity to participate in several class trips. Field trips are correlated with class curriculum and are meant to support learning goals in real world settings. Permission slips describing the activity and informing you of the cost are sent home prior to a trip. A signed permission slip is required for your child to participate in the experience. To ensure transportation for your child, we need permission slips returned by the designated date. If permission slips are returned after the designated date, we cannot guarantee transportation for your child.

### **Walking Trips**

Throughout the school year students may participate in various walking trips to local business establishments. These trips provide opportunities for our students to work on social and communication goals in the community. There is an annual permission slip that requires a parent's signature in order for your child to participate.



### **Birthdays**

We love to have fun during birthdays and other celebrations!!! Please notify the teacher to schedule a celebration so as to avoid conflict with therapies. Many of our children have allergies, so please contact your child's teacher to discuss what the best food item for the

class may be. Due to allergies, latex balloons are not permitted. Mylar balloons are acceptable. Also, due to oxygen use, no lit candles or open flames are permitted.

### **Photo Policy**

School photographs are taken once a year. Any photos of our students which will be used for media will be done so only with parental consent. Parents are welcome to take photographs at school events. However, any photos taken by a parent which include children other than their own may not be posted on the internet in any format (including Facebook, You Tube, and other social networks).

### **Appointments**

On occasion, parents and guardians may want to observe the classroom and/or therapy. Parents and guardians are welcome to visit the school. **Please make an appointment prior to your visit** with the appropriate person. If you need assistance making an appointment, your child's teacher is happy to help. All visitors are required to report to the front office upon arrival.

### **Volunteering**

If you know someone who is interested in volunteering or completing related field observation hours for a college university level program, please contact the principal.



## Visitors

Parents and guardians are welcome to visit CTC Academy by appointment during regular school hours. Please contact your child's teacher to make arrangements.

Prospective students and their parents may also visit the school by appointment in order to tour the building and visit classes. Often school district representatives will accompany the family on such visits.

All visitors must have appointments and are required to report to the main office when they arrive.

## Home and School Communications

If you have any questions or concerns about your child, we would like to hear from you. If you wish to speak with any staff member, please call 201-797-7440 and we will be happy to assist connecting you with the desired staff member. Communication is very important to us. No question is too small or too "silly" to ask. Keep in mind our focus during instruction time is on your child. When returning a phone call, we will make every effort to get back to you as soon as possible during a time that does not interfere with instruction or therapy. Email is also an option to communicate with staff- all emails are first initial and last name of staff member followed by @CTCAcademy.org.

**Parent Portal:** Please check our parent portal, on our website <http://ctcacademy.org/parent-portal> regularly for updated information about our program, school and social work calendars, staff email addresses and more.

**Conferences:** Parent-teacher-therapist conferences are scheduled annually in the fall. Additional conferences may be scheduled at any time during school year. Phone conferences are also available upon request.

**Daily Communication Book:** We will provide each student with a "daily communication book" that should be sent back and forth to school every day. It is here that we will note

information about your child's school day and other important information regarding toileting, hygiene and lunch/snack, etc. This is also a great place for you to note information about your child for our staff to know- such as how your child slept, toileting, or anything else you consider relevant. Please note that we will also send home important memos and information about various school functions, so please check backpacks frequently.

Note about communication: All communication with school staff must be through official CTC Academy conferences, phone, email and/or the Daily Communication log. While we recognize the ease of sending a text message or verbally relaying information through private duty nurses or bus drivers we want to ensure that messages are communicated correctly and appropriately. Also, our staff are not permitted to use cell phones during instruction time. The purpose of our no cell phone policy is to ensure disruptions during school hours are at a minimum. We thank you in advance for communicating with our staff through the procedures we put in place.



## Transportation

Your child's transportation to CTC Academy is provided by your local Board of Education. You will receive information regarding the times your child will be picked up and dropped off at home by your school district (typically the Transportation Services or Special Services Department). You are responsible for making sure that your child is escorted to the bus in the morning and that there is an adult present to receive your child when he/she is dropped off in the afternoon. For safety purposes, children are not allowed to eat or drink on the bus.

Please notify the **bus company** (i.e., not the bus driver) if you are planning to drive your child to or from school on any given day. It is also important to inform them when your child will only be transported one way by bus. Informing the bus company will ensure that your child will be picked up safely and at the appropriate time and location. Parents are not permitted to ride the bus to school with their children.

Car Seats, wheelchairs and/or strollers are secured by bus company personnel. The lists below contain some of the safety protocols bus companies follow in order to ensure your child's safety.



### CAR SEATS

- 1) Should always be chosen based on child's height, weight, and positioning needs.
- 2) Should always be installed as intended by the manufacturer.
- 3) Should always be secured to the vehicle seat with a LATCH system OR a seatbelt, NOT both.
- 4) Should never be used beyond its expiration date or if it has been involved in an accident.
- 5) Ideally, harnesses should not be secured over bulky jackets.
- 6) Instead, use the jacket as a blanket with the harness secured underneath.
- 6) Harness straps should be positioned at or above the shoulders, with the retainer clip positioned at the armpits.
- 7) Should be forward facing.



## **WHEELCHAIRS OR STROLLERS**

- 1) Should always be secured to the bus using 4-point tiedowns OR a docking tiedown
- 2) The child should always be protected by a crash-tested lap AND shoulder belt OR a child restraint harness.
- 3) Lap belts should be threaded between the armrests and seatback, making contact with the child's body.
- 4) Seatbelt should connect near the hip of the child.
- 5) Shoulder belt should lay diagonally across the child, starting at the hip, crossing mid chest, crossing mid shoulder, and anchored above and behind the child.
- 6) Should be forward facing
- 7) All accessories, bags and trays should be tied down securely.

### **ONLINE RESOURCES:**

[www.travelsafer.org](http://www.travelsafer.org)  
[www.nhtsa.gov](http://www.nhtsa.gov)  
[www.safekids.org](http://www.safekids.org)

### **Morning Arrival**

School buses arrive at the Center at 9:00 a.m. each morning. Children are met at the buses by CTC staff and escorted to class.

### **Afternoon Dismissal**

School buses arrive at CTC Academy to pick up the children at 2:30 p.m. Your child will be escorted to the bus by CTC staff. You are responsible for ensuring that an adult is present to meet your child when he/she is dropped off at home in the afternoon. If your child has not arrived home at the usual time, please notify the school and speak with the principal.



## Attendance

The CTC Academy is a full day program. Student hours are 9:00am to 2:30pm, Monday through Friday. Our school year begins in July & ends in June. The school is closed for the month of August. Please refer to our school calendar for planned school closings & early dismissal dates.

If your child is going to be late, absent or will be leaving early, please call or email to notify the health office. **We require notification each day your child is going to be absent.** NJ State Law mandates that each student be accounted for daily, so please contact the health office immediately once the decision for a school absence is made. Planned absences can be reported in advance.

Please call CTC Academy to notify the staff if your child will be picked up from school early. If someone other than the parent/guardian is sent to pick up your child, please write a note to inform us in advance. No child will be permitted to leave with anyone other than the parent/guardian or an adult listed on his/her emergency card without prior notification of parent consent. Parents who bring their child late or pick up early will be asked to sign in/out at the reception area.

Please email the health office or call 201-797-7440 Ext. 3229. You may also leave a message after school hours.

Medical clearance is required for:

- 5 consecutive days of absence from school
- after a contagious illness (Influenza, Strep throat, etc)
- after an emergency room evaluation, even if your child is not admitted to the hospital
- potential orthopedic injury or suspected fracture
- surgery

- Botox/Alcohol Blocks (including physician instructions for therapy after procedure)
- any medical procedure
- any other health related cause as deemed by the School Nurse

Medical Clearance is **REQUIRED** for readmission to school. The clearance must specify if there are any restrictions. Please contact the health office for a copy of the form or download the form from the Parent Portal on our website. After an Emergency Room evaluation, surgery, hospitalization, major illness, or orthopedic fracture, a meeting or phone call with Carol Anne Chupak, the Director of Health Services, is required prior to re-admittance to ensure a safe transition back to school. If the Medical Clearance is not received and a re-admission conference is not conducted, your child **WILL NOT** be permitted to return to school. If your child arrives to school without these requirements, you will be called to pick up your child until requirements are met.

### **Extended Absence**

If your child is scheduled for surgery, or requires an extended absence please notify the health office. A physician's note is required for any 5-day or more absence, after being hospitalized, or having had any type of surgical procedure including Botox. Prior to your child's return to school we will need a medical clearance from your doctor, new therapy prescriptions (if appropriate), and any special instructions such as precautions, limitations and instructions about specific positioning needs. This information must be submitted in writing.



## Student Health

In order to provide the best quality care of your child, the health office requires annual completion of Health Forms & renewal of medical orders if your child requires nursing interventions during the school day. The completed forms are due before the start of each school year (which begins in July). If the required forms are not completed in their entirety & returned back to the health office by the due date, your child will be excluded from school.

If there are any changes in your child's health status, allergy profile, or medications, it is important to inform the school nurses. Please do not communicate messages through other staff members or bus drivers.

To avoid disruption in your child's school day, medications & procedures that can be done at home should be scheduled accordingly. If your child must have medication/procedures during school hours, please note that NJ State law requires written permission from the prescribing healthcare provider and the parent. Our forms are included in the annual Health Packet, can be downloaded from the Parent Portal on our website, or obtained in the health office. Without exception, the medication must be in its original bottle and the label must match the prescription. On early dismissal days, no scheduled medications, GT feedings, or treatments will be given after 12pm.

NJ State law requires that we have complete dates of all immunizations received. Children up to the age of five are required to receive the influenza vaccination. Children age eleven years and older are expected to have received Tdap and meningitis vaccines. If your child does not receive immunizations, a medical exemption letter from the physician or religious exemption from a parent is required.

If your child has any doctor appointments or testing, copies of reports are appreciated to provide continuity of care.



## Policy on Management of Communicable Diseases

If a child exhibits any signs of illness, he/she should not attend school. If symptoms occur at school or if your child is deemed unable to participate in our school's activities, you will be called to take him/her home. No therapy will be provided if the child is not able to participate fully.

Examples of illness include (but are not limited to):

- Elevated temperature of 100 degrees Fahrenheit
- Runny nose that is excessive and/or discolored mucus
- Severe pain or discomfort
- Fatigue or abnormal sleeping pattern
- Decreased appetite/refusing to eat/drink
- Diarrhea
- Vomiting
- Apparent sore throat
- Severe coughing
- Eyes with discharge
- Skin rashes
- Difficulty breathing

Whenever your child exhibits signs of illness such as the examples provided above, your child should be referred to your pediatrician or specialist for further evaluation of the symptoms. If your child is sent home from school, they must remain home the following school day. Students must be symptom free and fever free for 24 hours (i.e. at least one full school day) without the use of antipyretic medications (Tylenol, Motrin, etc.). A doctor's note is required after 5 days of absence. The note should specify that the student is able to return to school and able to participate in all therapeutic activities. Restrictions, if any, need to be specified.

If your child is diagnosed with an illness, please report it to the school nurse.

If your child is exposed to any reportable disease at school, you will be notified.

Readmission of the student is at the discretion of the school nurse.



### Emergency Closing

In the event of inclement weather or other emergency, there may be a school closing, delayed opening or early dismissal. If one of these occur, you will be **notified via a telephone and email blast**. It is therefore imperative that we have updated and correct phone numbers and emails, so please keep us updated when changes occur. There will also be an updated message on our outgoing voicemail (201-797-7440). Your child's bus company will be notified by the school as well.

**School Closing:** If we have to close school for a day we will make this day up at the end of the school year, in the month of June.

**Delayed Opening:** For delayed opening the school opens at 10:30 at the Fair Lawn Campus. Buses will pick up students approximately 1 1/2 hours later than the normally scheduled time. We will dismiss school at the normal time.

**Early Dismissal:** If we need, for emergency purposes, to close school early we will contact all parent/guardians- via telephone and email. Prior to putting a student on a bus for an early dismissal we require parent approval in order to ensure someone will be there to receive the student at his/her home.

### Evacuation

In the event an emergency situation arises during the school day which requires leaving the building, we will gather at Warren Point School, located just a few blocks from the CTC at 30-07 Broadway, Fair Lawn. The Fair Lawn Police Department will be notified immediately and assist with the evacuation of children and staff. Students will be transported in strollers. Upon arrival at Warren Point School, parents will be notified of the evacuation and requested to pick up their children if return to the building is not possible.



## Social Services

The mission of our school is not only to provide educational and therapeutic services for our children, but to further enrich the lives of our students by lending support to their families. The Social Work Department's role is to help carry out that mission by providing the support and encouragement our parents need to bridge the gap between home and school. With licensed Social Workers at both campuses, CTC Academy is able to provide many creative programs to support and nurture our children and their families. Bilingual services (e.g., Spanish-English) are also available.

### Mom's Time Out

Created to provide our CTC Academy moms with the opportunity to talk, share, laugh, and learn from one another in a safe, supportive, and caring environment. Occasionally we will meet for dinner, as well as special wellness and spa nights.

### Family Education Series

Our educational series provides families with education and information. A variety of trained and professional guest speakers come and speak to our families on topics related to the needs of the children and their families. All CTC Academy families, current and graduates, and families in the community who have a special needs child are welcome to attend. All sessions are free but registration is required.

### Family Fun Night

The Social Work Department seeks opportunities to engage CTC Academy families through a variety of activities. We recognize the importance of families learning and growing together and we foster these opportunities via fun outings and events. Pre-registration is required.

### Respite Nights

Respite Night is a chance for the caregivers of children with special needs to get a break and some much needed time for themselves. Designed for children who attend the CTC Academy, each respite night provides activities and fun, as well as structure.

### Grandparents Day

Because grandparents are an essential part of our families we honor them by inviting them to spend some time with their grandchild. The child and grandparent participate in an activity together followed by an opportunity for all of the grandparents to get to know one another. A light snack and refreshments are provided.

### Teen Scene

This afterschool program for teens (ages 12-21), is designed specifically for students with special needs. Teens meet to socialize in a safe environment that promotes autonomy and self-efficacy goals while exploring various types of leisure activities.

### Sibshops©

Sibshops is a peer support program for siblings of children who have special developmental, physical, and learning needs. We offer separate Sibshops one Saturday a month for children 6-8 and 9-13 years old. Sibshops are events where school age sibs can meet their peers; have some fun; talk about the good (and maybe not so good) parts of having a sib with special needs, with others who get it; play some great, goofy games; learn something about their sib's special needs; and have some more fun. The Sibshop model mixes information and discussion activities with new games, special guests, and a variety of trips.

### Social Work Services

In addition to facilitating the monthly support groups and educational seminars, the School Social Worker provides families with community resources such as workshops, meetings and other events in the community that can give the family practical information for day-to-day living. The Social Worker can assist with assessment and referrals to appropriate agencies for entitlements such as Social Security, Medicaid, as well as services and entitlements funded by Medicaid, Perform Care (formerly known as DDD), the Catastrophic Illness Fund, and other community resources that may be helpful. Short-term counseling is available and referrals for individual, family, and group therapy can be given.



### **Home School Association**

The CTC Academy's Home School Association (HSA) is about parents and caregivers working together toward a common goal creating a positive therapy and educational experience for each child in an exciting family based community. We are moms and dads, uncles and aunts, grandparents, and friends who care about our children. We are welcoming and friendly and we share many of the same concerns. The HSA is dedicated to the support of the staff and students at CTC. We try to meet monthly to discuss ways we can enhance each child's school experience, how to get involved and fundraising ideas. Please join with us to make a difference in the education, health, and welfare of our children. Contact Denise O'Brien at: [The4obriens@optonline.net](mailto:The4obriens@optonline.net) for further information.

### **Development**

The Development Department of the CTC Academy raises funds and awareness to support the Early Enrichment Program (EEP), to provide enhanced programs, adaptive equipment, and extra-curricular activities for our students and their families. We raise these funds through special events, direct mail solicitations, foundation fundraising, and business and corporate gifts.

There are many opportunities for you to become involved in the happenings at the CTC Academy. We have event committees, development volunteering, and so much more! These extra-curricular activities serve as a great vehicle for parents to find support, share experiences and make new acquaintances. Contact Audra Hoffman at extension 3227 for further information, visit our website, [www.ctcacademy.org](http://www.ctcacademy.org), and visit us on Facebook for the most up-to-date information and activities.



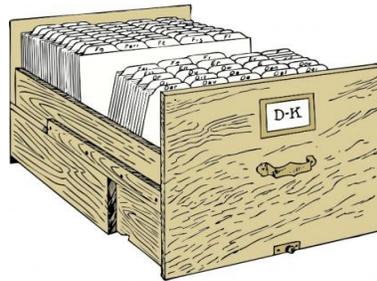
## Confidentiality

Your confidentiality as a parent is important to us! Issues, topics, and concerns that you discuss with any member of our school will be handled in a professional and respectful way with the highest confidentiality.

There are exceptions however, as required by law and/or ethical standards:

- 1. Harm to self or others**
- 2. Abuse or neglect**
- 3. Court or other legal proceedings**

If there is ever a need to reveal information, we will let you know in advance, and work with you to handle the situation in a way that respects your feelings, and your needs.



## Student Records

All student records are maintained at the CTC Academy in locked file cabinets and may only be viewed by professionals who are directly involved in your child's educational program (e.g., school nurses, teacher, therapist, administrator). Parents, guardians, child study team liaisons, Department of Child Protection and Permanency (DCP&P, formerly known as DYFS), and state representatives from the Department of Education constitute the only authorized non-employees to whom the Executive Director/Principal may grant access to student records.

If you would like to review your child's records, please contact the Principal to request an appointment to review the records