



Monthly Respite Program Policies

- Respite is open to any Crossroads Family who has a son/daughter with disabilities.
- The hours for respite are 6:00pm to 9:00pm. Please be respectful of our volunteers by honoring these times.
- Participants with special needs attending the respite program must be between the ages of 6 months and 21 years of age. Programs are separated into 3 age categories; 6 months to 4 years, 5 years to 12 years, and 13 years to 21 years.
- Siblings without special needs between the ages of 6 months and 12 years are welcome to attend with the special needs sibling. They will be placed into their age appropriate group.
- “Typical” siblings will not be allowed to attend the respite program without the sibling with special needs. If you find that your special needs son/daughter will not be attending, we ask that you withdraw your reservation by emailing ae@crossroads.org or calling 919-981-0222 ext. 161 as soon as possible to allow for other families to attend.
- Should your child have special dietary needs, we ask that provide for those needs.
- Reservations for the Friday event must be made on the Crossroads website by 5:00pm on the Wednesday prior to the event so that enough volunteers can be secured. Requests for reservations after this date will need to be emailed to ae@crossroads.org for consideration.
- At the beginning of each respite year, new paperwork will need to be completed prior to attending the program. Forms can be found at the Crossroads Kids Desk and in each STAR classroom or can be downloaded from the [Abilities Enabled Respite Care page](#) or from the main Crossroads site, click on: Care/Help > Abilities Enabled > Respite Care
- In order to ensure the health and safety of everyone involved we ask that you keep sick children home.
- Friends with special needs may attend with another child as long as a complete registration form has been filled out and turned in prior to the respite night. Due to safety and liability issues, we cannot make exceptions to this policy.

Child Security Policies

Our desire in the Abilities Enabled Ministry for respite is to provide a safe and secure environment for your child. We take our responsibility to care for your child very seriously. The following policies will help ensure a safe and secure environment.

- Children should never be dropped off in a classroom without at least two adults present.
- Every child is to be signed in on the sign in sheet provided at each classroom. Parents are to complete all of the information requested.
- Any changes to personal information including emergency contact numbers are to be made prior to leaving your child.
- A staff phone number will be posted on the sign in sheet so you will have a direct number to the church
- Only a paid staff member will assist children who require bathroom assistance.
- A CAP worker may accompany and assist your child during the respite program. If you know this in advance, please note that on your registration.

Staff and Supervision

For the safety of the children and the protection of the volunteers, at least two adults should be present in each classroom, except in the event of an emergency and then for only as long as is necessary. Doors will be open whenever possible to allow for easy viewing of the classroom. Parents are welcome to check in at anytime but should do so discreetly so as not to disrupt the activities.

First Aid

A first aid kit is located in room 360 and available to any staff or volunteer in the event of an emergency. Should the injury require more care than can be provided onsite (i.e. ice or a band-aid), the caregiver will either call the parents/caregiver or call 911, followed by the parent when appropriate.

An accident/injury form will be filled out by the adult present at the time of any injury and signed by the appropriate staff person. This form will then be signed by the parent and a copy will be given to them.



**“STAR-BURST”
Monthly Respite Program**

The Abilities Enabled respite program is gearing up for another year. We have made a few changes for the upcoming year so please be sure to read through the policies so you are familiar with them.

We will be serving pizza at each respite night. If your child is unable or unwilling to eat pizza feel free to bring a simple bag dinner that they can eat when they arrive.

Monthly RSVP/registration will now be done on the Crossroads web site as well as through evite. You will register for respite just like you would for any other event on the Crossroads web site. Registration will open 30 days prior to, and close 2 days prior to respite. It is critical that you RSVP in order for us to provide enough workers and volunteers as well as enough food for everyone attending.

It is our goal this year to recruit small groups within the Crossroads Church family to volunteer at respite. So along with all of the familiar faces, you will see some new faces. We are excited to include more volunteers in our Abilities Enabled Ministry through respite. If you know of an individual or group from within the Crossroads family that might be interested in volunteering, let us know and we will contact them.

Thank you for entrusting your child(ren) to us!