

Puzzle Pieces Information

Purpose:

To educate families and caregivers of a child/adult, who has been diagnosed with an intellectual disability, about an upcoming Activity Day Center coming to Owensboro. After reading this packet of information, we hope you are as excited as we are about what this program can do for not only your child, but also your family.

Puzzle Pieces' Mission Statement:

To provide a safe environment for individuals with intellectual disabilities and promote independence, life skills, community involvement, social interaction, communication, and most importantly building trusting relationships between clients, staff, and families.

Puzzle Pieces' Vision Statement:

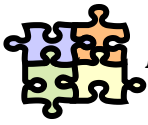
Puzzle pieces will be a structured active day program that will promote social interaction, vocational skills, sensory integration, independent living, life skills, and life-long learning opportunities. The structured schedule will be individual-centered to meet the needs and wants of your child/adult. The non-demanding atmosphere will use positive encouragement and reinforcement to engage them in the activities provided. Activities would range from arts and crafts, structured task completion, vocational jobs, social interaction time, leisure time, and don't forget just having a good time being around others. These activities will look very different for many individuals in order to tap into their wants/needs and abilities levels. Any activity can be altered to meet the needs of your child/adult.

Introduction of the Executive Director of Puzzle Pieces:

Puzzle Pieces will be a non-profit organization operated under the Executive Director, Amanda Owen, who has a Bachelor's Degree in K-12 Multiple Severe Disabilities and Learning Behavior Disabilities, a Master's Degree in K-12 Multiple Severe Disabilities with an Autism Certificate. Currently, Mrs. Owen is a teacher in a Multiple Disabilities classroom, however when we have raised enough funds to open Puzzle Pieces, she plans to resign from her teaching role to devote all of her time to Puzzle Pieces. Besides being a Special Education teacher, Mrs. Owen has life-long experience nurturing, supporting, and understanding individuals with disabilities due to her brother's cognitive disability. "My passion behind opening such an organization is not only to help support my own family, but your family too. I understand the needs, sacrifices, and sought after supports a family goes through when raising an individual with a cognitive disability." Mrs. Owen's overall goal is to provide a center the child/adult wants to come to each day, the parent feels comforted when leaving their child, and provide life-long relationships with these individuals. She looks forward to being an extension of your family and watching your child/adult flourish through their life. Please know her love, her passion, and her understanding of what families need and want for their child/adult makes her strive each day to make this center become a reality.

What services will Puzzle Pieces provide?

Puzzle Pieces will be a structured environment, which promotes social interaction, vocational skills, sensory integration, independent living, life skills, and life-long learning opportunities. The structured schedule will be individual-centered to meet the needs and wants of your



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child/adult. The non-demanding atmosphere will use positive encouragement and reinforcement to make them engage in the activities provided. Activities would range from arts and crafts, structured task completion, vocational jobs, social interaction time, leisure time, and don't forget just having a good time being around others. These activities will look very different for many individuals in order to tap into their wants/needs and ability levels. Any activity can be altered to meet the needs of your child/adult. Puzzle Pieces will not be academic based; however life-long learning opportunities will happen daily.

What will be the focus of Puzzle Pieces be through the day?

The staff will go above and beyond to tap into the interest of your child/adult and try to develop a job/task associated around their interest level. There will be a lot of emphasis on just making the child/adult feel accepted, develop self-confidence, self-worth, and feel like there is a purpose for them each day at the center. Establishing routines and structure each day will be another important part of the day to make each child/adult successful and will be able to anticipate what will be next. Staff will create a fun atmosphere that may look different on many levels, so each child/adult will LOVE to get up each day and come to the center.

What are the operating hours/days of Puzzle Pieces?

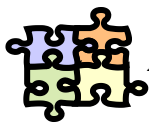
Puzzle Pieces will be operating year round, Monday through Friday. There will be one Saturday a month, which Puzzle Pieces will be open to help families out on the weekends while their child/adult gets to hang with their friends in a structured environment. Monday through Friday the center will be open from 7:00am to 5:30pm. The center will offer a variety of sessions to serve not only adults out of school, but to serve school-aged children as well. School-aged children can access Holiday Sessions, Saturday Sessions, Summer Sessions, and After-School Sessions.

Holiday Session: Puzzle Pieces will be open for school-aged children to attend during fall break, spring break, snow days, and other special holidays which school is not in session. Refer to the pricing chart to check pricing for these particular days. (Non-school aged adults will also be in attendance)

Saturday Sessions: A year-at-a-glance calendar will be given out to show the pre-selected Saturdays for each month. The operation hours will change to 10:00am-3:00pm when we are open for Saturday. You must sign-up in advance for a Saturday session in order to ensure enough staffing is available. Refer to the pricing chart to check pricing for these particular days.

After-School Sessions: Puzzle Pieces will be open until 5:30pm. You can sign your child up to attend the center after school hours. Your child must be at least 8 years of age before attending the after-school program. The after-school session will provide structured activities associated with vocational skills and social interaction among their peers. In the first years of Puzzle Pieces transportation will NOT be provided from school to the center, you will be informed if that changes. Refer to the pricing chart to check pricing for these particular days.

Summer Sessions: Puzzle Pieces will operate their normal schedule for adults through the summer, as well as offering their daily structured and activities to school-age children who are at least 7 years old. Refer to the pricing chart to check pricing for these particular days.



What is the age range of the individuals attending Puzzle Pieces?

Your child must be at least 7 years old to attend the center. Currently, there is not a set age, which an individual will “age-out” of the program. Ages will be set into groups 7-11, 12-15, 16-21, 21-adult. Ages 15 and under will not be in the same area/activity with the 16 and over, however they will be in the same facility.

How much does it cost to attend Puzzle Pieces?

There is a Pricing Chart available that shows the cost for each session offered. Pricing is reflected depending on what level of need your child falls under. You can also see the Level of Need chart to determine which level of care your child would need at Puzzle Pieces.. The pricing chart reflects the cost for your child/adult to attend the FIRST YEAR at the center. Through the Special Needs Assistance Program, families that need financial support for the weekly fee to attend Puzzle Pieces may apply. You must start the Puzzle Pieces’ registration for INTAKE process first to declare your need for assistance from Special Needs Assistance Program. This program was created in part to raise money through either donations or fundraising to financially aid families to send their child/adult to Puzzle Pieces.

Will Puzzle Pieces be a SCL provider? Can you use your Michelle P. Waiver, HCB, or SCL funds to pay for the sessions offered by Puzzle Pieces?

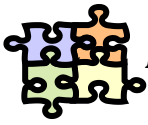
We are currently in the process of becoming a Supported Community Living (SCL) provider. In order for Puzzle Pieces to be certified as an Adult Day Training Facility and Child Day Rehabilitation through the SCL funds, the Director needs to obtain 1 year experience working as an administrator in a facility that provides services to individuals with disabilities. Therefore, Puzzle Pieces will be private pay facility for the first year. Again, if your family cannot afford the weekly cost for your child/adult to attend Puzzle Pieces there will be funds available thru the Special Needs Assistance Program. After Puzzle Pieces have been operating for 1 year, the plan is to then follow up and become a SCL provider.

How will Puzzle Pieces connect to the community and provide socialization with non-disabled peers?

Puzzle Pieces will incorporate a Peer Program. Through the Peer Program, an individual at least 13 years old can go through a process of paperwork, training, and criminal background checks to become a Peer Buddy in the Peer Program. The Director will personally go out and recruit individuals for the Peer Program, because we know how important developing relationships and having social interaction with non-disabled peers are. It can change the lives in all those involved in this process. Ideal candidates for the Peer Program are college students going into a profession working with individuals with disabilities, previous and current peer tutors at the middle and high school, CEC members, and passionate, loving individuals who want to get involved with these individuals.

What type of staffing will be expected at Puzzle Pieces?

The most important credential a staff member must have is to be fun, loving, and passionate about individuals with disabilities. They must have had experience working with individuals with disabilities and/or have some understanding of disabilities. There will be 6 hours of required training through Puzzle Pieces along with training associated with Administering of Medication, First Aid/CPR, Seizure Training, and Safe Crisis Management training. The



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staff/client ratio will vary depending on the Level of Need of the clients. The ideal ratio I have pre-set will be a 5:1; however, the ratio will be lower for individuals with the Level of Need of One. The Executive Director will be working a 40-hour plus week, while another full-time employer will be holding a 40-hour week and a Business Manager for Puzzle Pieces with a 20-hour week.

When will Puzzle Pieces open?

The projected date Puzzle Pieces will open will be **JUNE of 2012**. You must Pre-register for the INTAKE process in order for your child/adult to start when the doors open.

What can I do to help support Puzzle Pieces during the planning stages?

Spread the word...Spread the word!!! Puzzle Pieces needs clients to operate and keep the doors open. If you can let people know, the Special Needs Assistance Program will be accepting donations to help support families who cannot afford the private pay service in the first year (before becoming a SCL provider). Donations are needed and will soon be tax-deductible. If you have any items that you would like to donate to Puzzle Pieces (nintendos, tv, tables, chairs, games, puzzles, gym equipment, storage bins, etc.) please let me know. A variety of items are needed!!!!

What is INTAKE?

You must complete an INTAKE process in order to get your child/adult signed-up to attend Puzzle Pieces. Do remember there will be a cut-off and a waiting list formed after so many individuals are accepted and in attendance. If you want to assure a spot, please get the Registration for Intake to the Director as soon as possible. It is important that you start the INTAKE process if you are interested in your child/adult attending ANY of the sessions. Even if you just want your child/adult to attend the Saturday Sessions, you must still start the initial INTAKE process. If your child/adult has either a part-time or full-time membership at Puzzle Pieces we will meet annually to revise the Plan of Care.

How do I get my child/adult signed up to attend Puzzle Pieces?

Like mentioned above, you must fill out the Registration for Intake and send to the Director ASAP. You can mail your completed Intake form to Amanda Owen, 2835 Hillside Drive, Owensboro, KY 42303.

Any Questions?

Email me at: amandaowen@puzzle-pieces.org Call 316-2676 or visit our websites at www.puzzle-pieces.org and www.snap-inc.org