



OTC, a special purpose private school

Mission Statement

We provide people in our program the necessary support to reach their highest level of personal development.

Message from the Principal

Dear Parents and Guardians,

This handbook has been developed so that you will have a better understanding of what our responsibilities are as service providers. It will also help you understand what is expected of you.

This handbook is yours to keep. A staff member will provide you with a copy of this document on the first day your son/daughter attends school. You will be asked to sign a form saying that you have read and understand this book. After you have signed the form, it will be put in your son's/daughter's file, which you can see at any time.

Welcome to our Association.

**Stephen D. Richard
Executive Director
Central Aroostook Association**

Opportunity Training Center School Staff

Stephen Richard, Executive Director
Paula Perkins, M.Ed., Special Education Teacher, Director & Principal
Dianne Foster, M.Ed., Special Education Teacher
Michele Blackstone, M.Ed., Special Education Teacher
Joy Charette, ADL Coordinator
Tracy LeVasseur, Ed Tech II & Administrative Assistant
Kelly Gagnon, Ed Tech III
Dara Legassie, Ed Tech II
Terry Perley Ed Tech II
Doreen Bouchard, Ed Tech
Vicky Violette, Ed Tech
Lacy Hanscomb, Ed Tech
Charlotte Cote, Ed Tech
Melinda Patten, Ed Tech
Melisa Dewitt, Ed Tech
Evelyn Cyr, Secretary
Robin Hunter, Speech Therapist
Nancy Griffin, Physical Therapist
Kassie Lovley-Clark, Occupational Therapist
Steve Spooner, Facilities Manager

Agency Philosophy & Admission Policy

The Central Aroostook Association will provide educational and day habilitation services to students who are eligible for Special Education Services through the Department of Education in grades Kindergarten through 12th grade. OTC serves students with multiple disabilities including Autism, Speech Language Impairment, Other Health Impairment, Traumatic Brain Injury, Emotional Disturbance, Intellectual Disabilities, Specific Learning Disabilities, Deaf-Blindness, Hearing Impairment, Deafness, Orthopedic Impairment and Visual Impairment. These services will be designed to promote the highest level of independence and quality in all areas of life including work, school, and recreation, interpersonal and residential. Each person's development will be monitored through formal assessments. Goals and objectives will be developed using a team process in the least restrictive manner possible. The Association's programs will strive to meet the highest standards. Above all, the Association is committed to achieving and protecting the rights of all persons with developmental delays. Students are tuitioned to OTC by their sending district at a team meeting. Students are placed on a thirty-day trial and a meeting is reconvened of the team to discuss placement and changes to the students plan after that 30 days. OTC maintains a 2/1 ratio of students to teachers/paraprofessionals.

Your Rights

Your child will be treated with dignity and respect. Their program will be designed at a meeting at which you will be invited. You will be asked for your input when developing your child's Individualized Education Plan. Your child will be asked to do as many things as they can independently. All training will be implemented in the least restrictive setting.

You, as a parent/guardian, or advocate may ask to see your child's records at any time. A staff member will be available to answer any questions that you may have.

Not all situations will be anticipated. Consequently, the administration reserves the right to alter the contents of this handbook when it deems it is in the best interest of the student or the school. Any alteration will be in keeping with the spirit and intent of the rules and content of this handbook.

Continuum of Special Education Services

The goal at OTC is for students to return to a least restrictive environment as soon as they are deemed ready by the team. Below are listed the continuum of level of services OTC offers:

- Full time placement at OTC for the entire day
- Partial placement at OTC/partial placement at public school sending district (i.e. morning OTC/afternoon public school or vice versa, hourly placement, class placement)
- Alternating day placement at OTC and public school sending district (i.e. Monday, Wednesday, Friday at OTC/Tuesday, Thursday at public school).
- Attend ADL classes at OTC (or other specific classes) and all other classes at public school
- OTC also provides consulting services to districts as an alternate to placement

Student Code of Conduct

The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our school. Each student should:

1. Be courteous to fellow students, staff and visitors.
2. Respect the rights and privileges of other students and school staff.
3. Obey all school policies and rules governing student conduct.
4. Follow directions of school staff.
5. Cooperate with staff in maintaining school safety, order and discipline.
6. Attend school regularly.
7. Meet school standards for grooming and dress.
8. Respect the property of others, including school property and facilities.
9. Refrain from cheating or plagiarizing the work of others.
10. Refrain from vulgarity, profanity, obscenity, lewdness and indecency.

Confidentiality

All information contained in the child's record is considered privileged and confidential, in compliance with FERPA and HIPPA regulations. Only that information which is relative to the child's program will be collected and maintained in the child's file.

Records are kept in a locked file, in an office, which is locked when authorized personnel are not available. A list of individuals authorized by the agency to review the files is posted in the files. An access record is contained in the beginning of each child's file, to record who has reviewed the file, for what reason and when.

The record is removed from the program's jurisdiction and safekeeping only in accordance with court order, subpoena, statute or parent's request.

Duplication of records is not permitted unless that material is to be sent to another agency or person with the parent's written consent. Information in the record is released only after the requesting agency or individual clearly documents authorization (written parental consent) and the need to know.

Visitors

You are welcome to visit your child while in program from time to time. We only ask that you report to the head office and check in before entering your child's classroom.

Notebooks

A notebook is provided for each child. It is to be carried in the child's bag and checked each day by parents and staff. The purpose of this notebook is to exchange information about our children. Please use it often. We are anxious to have your questions, comments, and suggestions. For example, if you need to leave home for several hours on school days, please let us know where you could be reached if possible. Too many times our children have become ill during the day, and we find ourselves unable to contact parents.

Attendance Policy

It is important that to fully benefit from the educational opportunities offered at the Opportunity Training Center the individuals we serve attend our programs on a regular basis. Consistent punctual daily attendance and participation enable staff to follow and implement the procedures outlined in their plans. Excusable absences by law are for personal illness, an appointment with a health professional that must be made during the regular school day or a family emergency.

When your child is absent from school a brief written note or phone call is expected. Should an accumulation of absences or tardiness become a concern, parents will be contacted to discuss the situation to reach a solution which is in the child's best interest. Students who experience repeated unexplained absences are required by the state of Maine to be reported to the Department of Education and DHHS under the Compulsory Education laws and could be deemed as neglect. A person's absence is excused when the absence is for the following reasons only: personal illness, doctor's appointment, religious holiday, family emergency, planned personal or educational purposes that have been **preapproved** by the school director and educational disruption resulting from homelessness, hospitalization, foster care placement or some other out-of-district placement. All other absences will be deemed unexcused and reported to the Department of Education and the Department of Health and Human Services.

Severe weather

During the winter months, there are occasions when the weather is so bad that our buses do not transport the children. You can hear this information early in the morning on local radio and TV stations. Listen for the following: ARTS/Logisticare or Central Aroostook Association will not run educational programs today. The Central Aroostook Association programs also use the Blackboard Connect system that alerts parents and guardians to closings and special announcements via their home/cell phone and/or email.

Sickness

It is the responsibility of the child's parent/guardian to inform the program when the child will be out due to sickness. We do encourage parents/guardians to keep children home when they are ill because of the potential to spread illness to others.

We would like your children to attend as many days as possible, so they can make the most progress. However, if your children are not feeling well, they are likely to have an unproductive day. We would like to make the following recommendations for you to determine if your child is too sick to come to school:

1. If the child has a fever, keep them home for the day.
2. If the child has an extensive cough, sneezing, or runny nose keep them home for the day.
3. If the child vomited during the night, keep them home for 24 hours.
4. If your child has diarrhea, keep them home until normal BM's resume, at least 24 hours.

Medication Policy

The Central Aroostook Association would much rather not administer medication to the people it serves. We recommend to parents that whenever possible, they set up times to dispense medication at home.

If it becomes absolutely necessary for our staff to administer medication, the following rules will be followed:

1. The program **MUST** receive a copy of the prescription and other medical information given with the prescription bottle, i.e., "take with milk," "take on an empty stomach," side effects, etc.
2. Medication will be given only from the container it came in from the pharmacy.
3. Any changes in medication or dose must be reported immediately and will require a notation by a medical doctor.
4. The program must receive the Medical Request to Administer at OTC Form filled out by the parent or guardian.
5. When all the above has been followed then a CRMA certified medication passer will administer meds to your son/daughter.

Immunizations

A copy of your child's immunization record is required for our files by the State of Maine Licensing Bureau and the Maine State Department of Education under Title 20-A M.R.S.A. Sections 6352-6359. Please bring this immunization record with you so we can photocopy it for your child's records.

Snack/Hot Lunches

Breakfast and snacks are provided at the Opportunity Training Center at no additional charge. Hot lunches are cooked by the MSAD #1 school kitchen. A menu of options will be sent home at the end of each month for the upcoming month. OTC currently participates in a CEPs grant, and all students receive breakfast and lunch for free.

Field Trips

All learning does not take place within the walls of the classroom. To supplement our curriculum, we take students on various fieldtrips throughout the school year which may include but are not limited to Horticulture, cooperative activities with the Presque Isle Middle School, Special Olympics, Amish plantation, Francis Malcolm Science Center, etc. While we want all students to benefit from these educational opportunities, they carry greater expectations for appropriate behaviors. We expect them to behave in a manner that will bring pride to us all. Participating in field trips is a privilege. It is at the discretion of the student's teacher as to whether a student's behavior warrants them attending the planned outing. In such circumstances, alternate arrangements will be made for the child's academic programming.

Toys and Electronics

We know that students like to bring personal items (i.e. cars, stuffed animals, MP3 players, video games, DVDs, etc) for use during free time. MP3 players, iPods, phones and video games will be permitted on the bus if the student uses headphones so only he/she hears them. All other times of the day these items are to be stored in a locked file cabinet or teacher's desk. Phones and other electronic devices are not to be used during class periods. Please refrain from bringing multiple games and videos to school because this increases the probability of loss.

Please note: The Opportunity Training Center does not assume responsibility for any toys or electronic devices which become lost, damaged or stolen. In the case of misuse, we reserve the right to prohibit individuals from bringing certain toys and/or devices to school or on school buses.

Busing

Students are provided transportation to and from school each day. Riding a bus is a privilege, therefore we expect all students to be respectful and well behaved on all buses. Parents are asked to notify the school and the transportation system if a student is not riding the bus on a particular day.

Office of Advocacy

If you feel that your rights have been violated or that you are not being treated fairly at program or at home, you should call Disability Rights of Maine @ 1-800-452-1948.

Guardianship and Protective Services

Should you feel that you need information about guardianship, the Central Aroostook Association will help you find this service or you can call:

Department of Health and Human Services @ 1 (207) 287-3707

Child Abuse or Neglect & Mandated Reporting Policy

All personnel of Central Aroostook Association are mandated reporters of suspected abuse or neglect of children under the age of eighteen to the Department of Health & Human Services (DHHS) and the Maine State Department of Education (DOE) in accordance with Maine Law. Also, any serious incidents occurring at school will be reported to the Department of Education as well.

Children attending our programs are checked daily for unusual marks or bruises. These are discussed with parents. Anything suspicious is reported to DHHS and the DOE.

Children with special needs require therapies and special programs as outlined by the IEP. OTC in conjunction with the caseworker assigned to the children tries everything possible to facilitate delivery of services. If children do not attend school to receive these services, reports of suspected neglect will have to be submitted to DHHS and the DOE. All staff at OTC are trained on an annual basis and test out on Mandated Reporting procedures and policies. Documentation is kept in their personnel file.

General Description

The Opportunity Training Center is a special purpose private school, licensed by the Department of Education in the state of Maine as a program for school-age students with moderate to severe developmental disabilities. The school is designed to address the special needs of children who experience developmental delays, physical disabilities, Autism, ADHD, learning disabilities and emotional disabilities. The program is licensed for 5 to 21-year-olds.

The Opportunity Training Center is staffed with three Masters-level Special Education Teachers that are Highly Qualified, have Special Education consultant endorsements and are Applied Behavior Analysts from the Maine State Department of Education. OTC has twelve full-time educational technicians. All employees are trained and experienced in the care and teaching of school age children with special needs. They are all certified with the Maine Department of Education and are also No Child Left Behind compliant.

The program is operated five days a week from the end of August to the middle of June, 8:00am-2:00pm. Please refer to the enclosed school calendar for closing dates; in-services, holidays and vacations. The Opportunity Training Center runs a summer recreation program for its students for a total of six weeks. Students at OTC have access to extra-curricular and co-curricular activities in their sending districts when applicable and only if they meet predetermined criteria.

The children are transported in vehicles equipped with car seats and safety belts by the Aroostook Regional Transportation System (ARTS), their sending district's alternate transportation or private transportation.

Programs Offered

We offer programs in six major areas of development.

1. **Speech/Language**
We have the services of a speech pathologist on staff four days/week. Her suggestions are included in many activities used daily to develop and stimulate language skills, including PECS and various augmentative communication devices. Games, songs, books, toys, and items from everyday life are some of the tools employed.
2. **Socialization**
Using language as appropriate as possible, with staff and other children, playing next to each other and later together, sharing, respecting other children's belongings, making their needs known are some of the skills we work with every day with our children.
3. **Fine Motor**
We have the services of an occupational therapist is contracted with OTC. The OT consults with the teachers and makes suggestions about activities to stimulate development of fine motor skills. We integrate the recommendations in our play with, clay, cereal, glue materials, shaving cream, paint, clothes, etc.
4. **Gross Motor**
We have the services of a physical therapist on staff five days/week, with carryover in the classroom setting. This is a group activity where all children are encouraged and helped to participate according to their level of ability. All activities are devised to promote large muscle control and sensory integration. Scooter boards, ball games, circle games, relays, jumping, rolling on mats are a few of the games we encourage our children to perform.
5. **Academic Skills**
We have three Masters-level teachers who oversee the academic program of each student at the Opportunity Training Center. Each student's academic program follows their Individual Education Plan and aligns with the Common Core State Standards in Math and ELA and the Maine State Learning Results in Science, Social Studies and Health. Academic achievement is assessed with all required state assessments or alternate assessments, NWEA testing twice a year and many other formal/informal assessment tools. Students may access the general curriculum in their sending districts as determined by the team at their annual meetings to set their IEPs.
6. **Functional Skills**
Through the day, at appropriate times, the students are taught various dressing skills at individual teaching sessions. Eating, drinking skills are addressed at everyone's level. In some cases, we develop objectives to follow through with speech pathologist's programs. Tooth brushing, hand washing/drying are introduced. When parents wish us to help with toileting programs, we send a description of a program course after verbal discussion with parents and ask them to approve and sign this program.
7. **Behavioral Self Management Skills**
We have the services of three master level state of Maine Department of Education endorsed and certified behavioral consultants full-time on staff. We also contract weekly the services of a state of Maine board certified school psychologist for consultation. They work together performing a variety of behavioral assessments including Vineland Adaptive Behavior Scales (needed for Section 28 Services) and Functional Behavioral Assessments. They also set up, monitor and assess individual Student's behavior plans.

Guiding Principles/Habits of Mind

Part of the Maine Learning Results: Parameters for Essential Instruction

The knowledge and skills described in the Maine Department of Education Regulation 132 support Maine students in achieving the goals established in Maine's Guiding Principles. The Guiding Principles state that each Maine student must leave school as:

- A. A clear and effective communicator who:
 - Demonstrates organized and purposeful communication in English and at least one other language
 - Uses evidence and logic appropriately in communication
 - Adjusts communication based on the audience
 - Uses a variety of modes of expression (spoken, written and visual and performing including the use of technology to create and share the expressions)

- B. A self-directed and lifelong learner who:
 - Recognizes the need for information and locates and evaluates resources
 - Applies knowledge to set goals and make informed decisions
 - Applies knowledge in new contexts
 - Demonstrates initiative and independence
 - Demonstrates flexibility including the ability to learn, unlearn and relearn
 - Demonstrates reliability and concern for quality
 - Uses interpersonal skills to learn and work with individuals from diverse backgrounds

- C. A creative and practical problem solver who:
 - Observes and evaluates situations to define problems
 - Frames questions, makes predictions and designs data/information collection and analysis strategies
 - Identifies patterns, trends and relationships that apply to solutions
 - Generates a variety of solutions, builds a case for a best response and critically evaluates the effectiveness of the response
 - Sees opportunities, finds resources and seeks results
 - Uses information and technology to solve problems
 - Perseveres in challenging situations

- D. A responsible and involved citizen who:
 - Participates positively in the community and designs creative solutions to meet human needs and wants
 - Accepts responsibility for personal decisions and actions
 - Demonstrates ethical behavior and the moral courage to sustain it
 - Understands and respects diversity
 - Displays global awareness and economic and civic literacy
 - Demonstrates awareness of personal and community health and wellness

- E. An integrative and informed thinker who:
 - Gains and applies knowledge across disciplines and learning contexts and to real-life situations with and without technology
 - Evaluates and synthesizes information from multiple sources
 - Applies ideas across disciplines
 - Applies systems thinking to understand the interaction and influence of related parts on each other and on outcomes

Behavior Management Methods

Positive social/verbal reinforcement is the method of choice. If a child engages in inappropriate behavior, which is harmless to themselves or others, the staff will withhold attention from the behavior and use one of the approved Safety-Care strategies. The child will be redirected to acceptable behavior and reinforced in the process.

If the inappropriate behavior occurs during group activities, the child will be removed from the group for a few minutes; when the child is ready, he/she is brought back promptly, directed or showed how to perform task and reinforced through this.

For special tasks, appropriate reinforcers are found (social, edible, tangible, etc.) To obtain these, the child will be required to perform or attempt to perform the task. The material reinforcer is paired with social reinforcement.

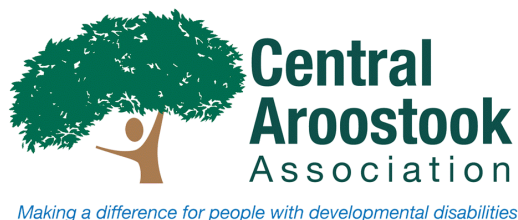
Negative comments such as: no, don't run, don't touch, etc., are discouraged. "No" is used only in extreme situations, such as creating a possible injury to themselves or another student. Positive directions and directives are used on a consistent basis; walk, keep your hands to yourself, etc.

School staff may on occasion be required to address aggressive and destructive behaviors. When the situation arises the Safety-Care protocol will be followed. If these behaviors persist on a continual basis a special behavior management plan will be discussed with parents, written with assistance of behavior professionals and signed by all concerned before being implemented. A copy of the Opportunity Training Center's Physical Restraint and Seclusion Policy is attached to this document. Please familiarize yourself with its contents and contact your child's teacher if you have any questions.

Behavior Plan

When a behavior management plan (functional behavior assessment) becomes necessary a team meeting will be convened and a plan will be developed. All individuals involved with the child's treatment will be advised of the plan. Written parental consent will be obtained prior to implementing management plan. All necessary documents and the written plan will be kept in your child's file.

Should you not agree with the behavior plan written, you have the right to appeal the decision to the Executive Director of the Central Aroostook Association.



Central Aroostook Association
25 Lombard Street
Presque Isle, ME 04769
(207) 554-4518
pperkins@ainop.com

Dear Parents,

As our medication policy at the Central Aroostook Association states, we are required to keep on file an updated copy of any medications that your child is required to take while in attendance at school. To those of you who have sent in the consent forms, copy of doctor's orders (prescription) and the original pill bottles, I thank you, but these need to be updated on a yearly basis. We are asking that you send in an updated copy of your child's doctor's orders and the original pill bottles. Here is some additional information regarding what needs to be on the doctor's order and pill bottles.

1. Student's name
2. Name of the medication ordered
3. Dosage of the medication
4. Hours drug is to be administered
5. Route of administration
6. Any additional specific instructions (for instance: medication can be given with pudding, jell-o, et cetera—if there is not a special instruction written regarding this matter pills will be given with water or applesauce, in accordance to medication passing regulations)

Also, please note that we are not allowed to administer pills that are in incorrectly marked bottles and we are not allowed to split pills by law. Thank you so much for your attention to this matter. I know that after a period of adjustment this will be a safer, more convenient way of handling medications.

Sincerely,

Paula A. Perkins, M.Ed.

OVER THE COUNTER MEDICATION FORM

Dear Dr. _____

Your patient _____ is served by Central Aroostook Association at OTC. In compliance with the state regulations for licensing and certification, the following assistance from you is needed.

The guardian will be responsible for providing medication/treatments for common ailments. Please check the space provided, if your patient may use these medications with supervision of the CRMA Staff. This form will need to be reviewed each year.

Drug/Treatment	May Use	May-Not Use	Dosage	Additional Comments
Acetaminophen			325mg. Take two tablets PO every 4-6 hours as needed for pain or elevated temperature above 101F. May only use for three consecutive days.	
Ibuprofen			200mg. tablets take two tablets PO every 4-6 hours as needed for pain, inflammation, or temperature above 101F. May only use for three consecutive days.	
Sudafed			Pseudoephedrine: 30jmg Tablet, take two tablets by mouth every 4-6 hours as needed for sinus congestion.	
Calamine Lotion			Apply to itch or rash areas three times daily as needed for irritation.	

Drug/Treatment	May Use	May - Not use	Dosage	Additional Comments
Triple Antibiotic Lotion or Bacitracin			Apply to the irritated, cut or infected area 3 times daily and cover with a dry sterile bandage if needed after cleaning with ½ strength peroxide solution. Notify guardian for redness, swelling, heat or exudates.	
Warm/Cold Packs			Apply to affected/painful areas as needed	
Lip Balm			Apply to dry chapped or wind burned lips	
Hand/Body Lotion			Apply liberal amount to dry, chapped skin.	
Sunscreen (Octinoxate, Octisalate, Oxybenzone)			Apply liberal amount to sun exposed skin as needed	
Body insect repellent without DEET			Apply liberal amount to skin and clothing as needed for repellent.	
After Bite			Apply as needed after insect bite.	
Cough Drops			Take 1 lozenge every 2 hours or as directed on package.	
OTHERS:				
OTHERS:				

Please indicate by initialing here if patient is authorized by you to self-medicate: _____

Duly Authorized Licensed Practitioner: _____ Date: _____

*****MUST BE SIGNED BY A PHYSICIAN*****

CENTRAL AROOSTOOK ASSOCIATION

Opportunity Training Center
Box 1245
Presque Isle, Maine 04769

MEDICAL RELEASE -ALL PROGRAMS

IN CASE OF ILLNESS OR ACCIDENT IN ACCORDANCE WITH YOUR WISHES, WILL YOU PLEASE COMPLETE THE INFORMATION BELOW AND RETURN IT TO THE PROGRAM DIRECTOR.

INDIVIDUALS NAME _____ BIRTH DATE _____

ADDRESS _____ PHONE _____

FATHER'S NAME _____ MOTHERS NAME _____

WHERE PARENTS CAN BE REACHED IF NOT AT HOME:

MOTHER: ADDRESS _____ PHONE _____

FATHER: ADDRESS _____ PHONE _____

LIST EMERGENCY NUMBERS BELOW – A NEIGHBOR OR NEARBY RELATIVE WHO WILL ASSUME TEMPORARY CARE OF THE INDIVIDUAL IF YOU CANNOT BE REACHED:

NAME _____ PHONE _____

ADDRESS _____

IMPORTANT MEDICAL INFORMATION

(PLEASE LIST ALLERGIES, EPILEPSY, DIABETES, ETC.) :

DATE OF LATEST TETANUS SHOT _____

LIST MEDICATION AND DOSAGE YOUR SON\DAUGHTER IS CURRENTLY TAKING

IN CASE OF ACCIDENT OR ILLNESS, I REQUEST THE PROGRAM TO CONTACT ME. IF UNABLE TO REACH ME, I AUTHORIZE THE PROGRAM TO CALL THE PHYSICIAN OR DENTIST INDICATED BELOW AND FOLLOW HIS INSTRUCTIONS. IF IMPOSSIBLE TO CONTACT THIS PHYSICIAN, THE PROGRAM MAY MAKE WHATEVER ARRANGEMENTS SEEM NECESSARY. I WILL CONTACT THE PROGRAM IF I WISH A CHANGE IN THE ABOVE ARRANGEMENTS AND THE PROGRAM WILL INFORM THE HOSPITAL.

LOCAL PHYSICIAN: _____ PHONE _____

LOCAL DENTIST: _____ PHONE _____

AUTHORIZED CONSENT FOR TREATMENT _____
INDIVIDUAL\ PARENT\ GUARDIAN SIGNATURE/DATE

Paula A. Perkins, M.Ed.
Opportunity Training Center
25 Lombard Street
Presque Isle, ME 04769
Phone: 207-554-4518
Fax: 207-554-4530
pperkins@ainop.com

Dear Parent or Guardian:

The Central Aroostook Association, the Association that heads the Opportunity Training Center has a website for the Association. We are hoping to use the website as a base for information about the programs offered, staff and additional services. The programs at Central Aroostook Association also have the opportunity from time to time to be featured in the newspaper or association newsletters. I am writing you now to ask for permission to use photos of yourself or your son/daughter in these forms of media. Please answer the question below and send it back in to us by Friday. Thank you for your attention.

Sincerely,

Paula A. Perkins, M.Ed.
Program Director
Opportunity Training Center

_____ Yes, you may use pictures of myself or my son/daughter on the Association's web page, newspaper articles or newsletters.

_____ No, please do not use pictures of myself or my son/daughter on your web page, newspaper articles or newsletters.

_____ Student's Name

_____ Authorized Signature

Student Fact Sheet

Name:

Height:

Eye

Color:

—

Weight:

Hair Color:

Hair Length:

Parent/Guardian:

Medical Considerations:

Medications (When Needed, Side Effects, Et Cetera): _____

Behavior/Reactions (To others, such as police):

Recent Photo Here:

PARENT/GUARDIAN FIELD TRIP PERMISSION FORM



We are planning to schedule various field trips and educational experiences outside the scope of the classroom this year. As in previous years, the students at the Opportunity Training Center will attend Horticulture class of the MSAD #1 farm, collaborative activities with the Presque Isle Middle School, the Francis, Malcolm Science Center, Special Olympic events, and more. Transportation will be provided by either the OTC bus and van or the Aroostook Regional Transportation System. For a student to partake in any of the field trips planned this coming school year, it is required that he/she have the bottom part of this form completed by a parent/guardian. A notice of upcoming events will be sent home in a monthly newsletter and written in the students' correspondence books prior to the event.

This is to certify that _____ (Name of Student) has permission to go on any field trips planned by the teachers at the Opportunity Training Center. In case of an emergency, a parent/guardian may be reached at the following telephone number(s).

Telephone #1

Telephone #2

Telephone #3

Parent/Guardian Signature

Date

Special Instructions:

Building for the Future

This facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving day care. Each day more than 2.6 million children participate in CACFP at day care homes and centers across the country. Providers are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

Meals: CACFP homes and centers follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (Two of the four groups:)
Milk Fruit or Vegetable Grains or Bread	Milk Meat or meat alternate Grains or bread Two different servings of fruits or vegetables	Milk Meat or meat alternate Grains or bread Fruit or vegetable

Participating

Facilities: Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- **Family Day Care Homes:** Licensed or approved private homes.
- **After-school Care Programs:** Centers in low-income areas provide free snacks to school-age children and youth.
- **Homeless Shelters:** Emergency shelters provide food services to homeless children.

Eligibility: State agencies reimburse facilities that offer non-residential day care to the following children:

- children age 12 and under,
- migrant children age 15 and younger, and
- youths through age 18 in after-school care programs in needy areas.

Contact

Information: If you have questions about CACFP, please contact one of the followings:

Sponsoring Organization/Center:

State CACFP Agency:

**Richard Jones, Manager
Child and Adult Care Food Program
Maine DHHS
State House Station # 11
Augusta, Maine 04333-0011
(207) 624-7927**

Opportunity Training Center Parent Handbook

By signing this page, I agree that I have received a copy of the Opportunity Training Center Parent Handbook. I also know that I may contact any of the Special Education teachers at the Opportunity Training Center at 554-4518 if I may have any questions regarding the content of this handbook.

Mission Statement
Cold Weather Policy
Physical Restraint Policy
Grievance Policy
HIPPA/FERPA Policy
Truancy Policy
Search & Seizure Policy
Proficiency Based Education
Procedural Safeguards
Management of Life-Threatening Allergies
Bullying Policy
Immunization Policy
Internet Use Policy
Management of Concussive & Other Head Injuries
Suicide Risk Policy
Retention Policy
School Parent Involvement Policy
Video Surveillance Policy
Building for the Future Flyer

Signature of Parent/Guardian:

Date:

