

AU FULL LIFE ACADEMY



PARTICIPANT HANDBOOK

WHAT IS THE FULL LIFE ACADEMY?

The Full Life Academy is a personalized, goal driven, learning opportunity comprised of a variety of classes in a safe, supportive environment. These unique classes are designed to interconnect with each other and integrate the 8 core foundations of a full life. With each class, participants can expect to hone their skills, enjoy meaningful experiences, interact with peers, and build new relationships all while reaching new personal goals and milestones.

FULL LIFE GOALS:

The Full Life Goals are a set of expected outcomes that we are committed to deliver throughout your experience at the Full Life Academy. On your journey with us you will encounter, engage in, and accomplish many of these goals:



PRINCIPLES OF A FULL LIFE:

Full Life Academy offers help with planning and experiences in all areas of life: wellness, connections, home, earning my way, community engagement, getting around, fun and talents, lifelong learning.

MY PLACE

We all need a place to call home; a place that is our own, that offers comfort, safety, sanctuary, nourishment and nurturing. Home can be a place we care for, just as we care for ourselves.

EARNING MY WAY

Building fulfilling careers and managing our finances are both important parts of having a full life. By taking ownership of our money and how we spend it, we can ensure that we are able to support our Hopes & Dreams.

FUN & TALENT

Spending time doing fun activities energizes our minds and nurtures our spirits. Everyone has different interests, and by sharing our experiences with each other, we might discover new activities and interests.

LIFELONG LEARNING

We are learning - all the time. To reach our Hopes & Dreams, we need to continue learning in all areas - from gaining skills for jobs to personal care. We can always gain knowledge about the world around us.

WELLNESS

Wellness has to do with how we care for ourselves physically, spiritually, and emotionally. It is important to take a look at any needs we may have taking care of our mind, body, and spirit.

COMMUNITY ENGAGEMENT

Advocating for ourselves is an essential part of a full life. It is also important to give back. Expressing our rights and showing responsibility contributes to lasting and meaningful community connections.

GETTING AROUND

We all need the ability and skills to get around - walking, driving, public transportation, riding a bike, etc. Getting around helps us keep from being isolated and enables us to connect with others.

CONNECTIONS

We all need a network of people to support our Hopes & Dreams. When we look at our networks of support, we can begin to see how people play an important role in our lives and can be supportive in new ways.

POLICIES AND PROCEDURES:



REGISTRATION

INFORMATIONAL MEETING

- Program Overview
- Support Profile
- Code of Conduct
- Online Registration Forms
- Payment Options / Refund Policy

CAMPSITE ACCOUNT SETUP

CREATE PROFILE

COMPLETE ONLINE FORMS

- Health History Forms
- Student Profile Forms
- Support Profile
- Interests/Goals
- Code of Conduct
- Safety Guidelines
- Liability Release
- Photo Release
- Transportation Guidelines

This information should be updated as needed, prior to the beginning of each class session. AutismUp reserves the right to accept or deny registration should it later become aware that the initial registration information was inaccurate.

REGISTRATION & PAYMENT SETUP

SELF-DIRECTION

- Budget approval email
- AU will direct bill F.I.

PRIVATE PAY

- 50% due upon registration
- Balance due mid-term



ATTENDANCE

Participants must enter and exit at the main entrance to the GAC. Transportation is not provided by AutismUp, and arrangements must be made independent of FLA. All participants must sign in when they enter the building and sign out before they leave.



CLOSINGS AND SCHEDULE CHANGES

Any change to the regular schedule due to weather or other unexpected circumstances will be communicated with participants directly by phone, email, or text message.



FULL LIFE PLATFORM

Full Life Academy uses an exclusive online learning platform that allows you to set, track, and accomplish your goals. You can access your personal dashboard any time and at your own pace. The platform records your progress and growth, with lessons specifically designed to help you achieve the life you want to live!



SKILLS INVENTORY

Every participant completes a comprehensive skills inventory on the Full Life Platform. The answers you give to the questions will help determine a set of goals to start working towards.

The four possible responses to questions are I have learned, I am learning, I need to learn, and No experience. You will also be able to note if they need support in completing tasks with the “needs support” check box.



COMMUNITY AREAS

The Golisano Autism Center is a unique space designed to be a central hub for many services and agencies, to help better support families in our community. We invite you to enjoy the center in between classes. Community spaces that are available to you include the library, lounge, café, patio, and main lobby. We do not provide supervision in the community areas.

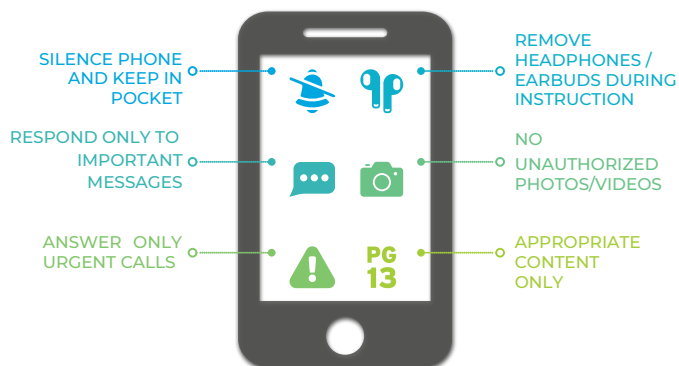


VIDEO SURVEILLANCE

AutismUp is equipped with video surveillance cameras inside program spaces, in order to monitor activities by AutismUp employees and administration. The cameras are positioned to view a majority of the center activities, but certain areas of the center may not be clearly viewable. Bathrooms do not contain cameras. While working at, or visiting AutismUp, you are authorizing AutismUp to record and use the recordings in any lawful manner deemed necessary.

CELL PHONE USE

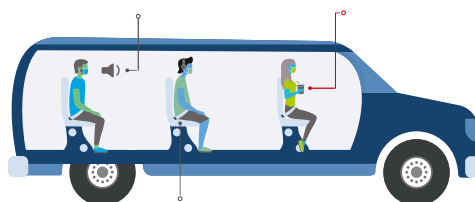
Cellphones and Smartphones have become an important tool. We understand that having your phone available may be important to you. There may be some participants who use a phone or tablet to communicate with others, and this is always permitted. We have some easy to follow guidelines that will help ensure that our learning environment goes undisturbed from your personal devices and accessories:



TRANSPORTATION GUIDELINES:

AutismUp cannot and does not provide transportation to and from the GAC. AutismUp can provide transportation to offsite classes once already onsite for a class, for participants in Support Zones B&C. Transportation is not guaranteed.

- Do not distract the driver.
- In an emergency, await staff instructions.
- No eating or drinking in the van.
- Social distance when possible.
- Wear your seatbelt and stay buckled until the van is parked.
- Use headphones if you are listening to music.



** Please be aware that in consideration for the AU Full Life Academy, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you might sustain as a result of said services, including but not limited to, vehicle operations and boarding and exiting the vehicle.*

Recognize and acknowledge that AutismUp is neither a common carrier nor in the business of providing transportation services to the public. Further, recognize and acknowledge that there are certain risks of physical injury to vehicle passengers, and voluntarily agree to assume the full risk of any injuries, damages or loss, regardless of severity, that may sustain as a result of participating in any and all activities connected with or associated with receiving transportation services, including, but not limited to, injuries, damages and loss arising out of negligent operation or supervision of the vehicle.

DRESS CODE:



HAIR & GROOMING

Having clean and styled hair helps in making a great first impression.

Brush and style your hair daily. Keep facial hair nicely trimmed.



CLEAN CLOTHES

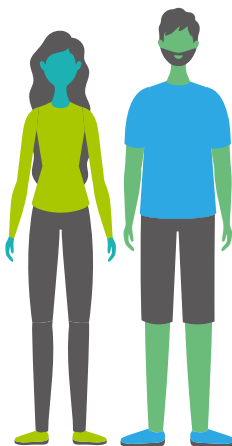
Wear fresh clean clothes everyday. If you wore your outfit to bed or the day before, put on a fresh new outfit for the day.



BOTTOMS

Jeans, khakis, shorts, and, in some cases, leggings are appropriate for most days at the Full Life Academy. Some activities in the community may require a different dress code, so be prepared.

The clothes you decide to wear and your personal hygiene is important. When getting yourself ready for a day at the Full Life Academy consider the following wardrobe and hygiene recommendations:



HATS

Hats are acceptable, but be prepared to remove your hat if required by community partners and/or the Full Life Academy team.

TOPS

Plain/solid t-shirts or polos are your safest option. Appropriate graphic T's are okay too. Your goal is to maintain a professional appearance.



FOOTWEAR

Make sure to wear comfortable shoes or sneakers. Please do not wear flip flops, sandals, Crocs, or any opened-toed shoes to the Full Life Academy. We will be visiting many different locations and want to ensure your safety.

CODE OF CONDUCT

Our goal is to provide an environment of safety, support, dignity, and care in collaboration with our community partners. I understand that the AutismUp's Full Life Academy staff may dismiss a participant temporarily or permanently if they cannot participate safely in Full Life Academy classes. If it is determined that a student needs more support than AutismUp provides, you will either be required to provide and register a self-hired student assistant to accompany student or have participation deferred until proper skills are acquired to ensure safety in the community.



SAFETY

- Keep your body safe
- Do not harm yourself or others
- Stay with the group
- Tell staff about anything that makes you uncomfortable
- Share your regulation needs with staff.



RESPECT

- Follow staff instructions
- Listen to others
- Be encouraging to peers
- No threats or harassment of staff or peers
- Do not destroy or steal property



PROFESSIONALISM

- Follow dress code recommendations
- Communicate in a respectful manner
- Follow all community and classroom rules
- Use your self regulation tools
- Ask questions if you do not understand



READINESS

- Come prepared for the day's activities
- Actively participate in classroom activities and discussions
- Ask for support when you need it
- Be ready and open to learn new things



ATTENDANCE

- Have good attendance
- Be on-time
- Plan your transportation needs ahead of time
- Notify staff if you are going to be late or absent
- Stay home if you are sick or not feeling well

SAFETY AND SUPPORT

Support Zone A

- Major medical or health concerns
- Needs assistance with personal care
- Needs support to follow FLA's Code of Conduct
- Recent history of unsafe behavior
- Recent history of elopement

REQUIREMENTS:

Caregiver assistance onsite, in addition to FLA staff.

Caregiver to assist with safety and personal care needs.

Support Zone B

- No major medical or health concerns
- Needs assistance with personal care
- No recent history of dangerous conduct
- No recent history of elopement
- Needs support with transportation

REQUIREMENTS:

Participant prefers caregiver on site for personal care needs, support, and/or transportation.

Caregiver must be within 10 minutes of site during class.

Support Zone C

- No major medical or health concerns
- No assistance with personal care
- No recent history of dangerous conduct
- No recent history of elopement
- Independent with transportation

REQUIREMENTS:

Participant may move freely within the building unsupervised. GAC emergency procedures must be followed.

Caregiver on-site presence is optional

Support zone designations will be determined as a part of the registration process. AutismUp support zone assignments will be reviewed and updated as needed by the FLA team.

CODE OF CONDUCT VIOLATION WORKSHEET

Our first priority is to insure the safety of every participant. This worksheet will be utilized to document and discuss any inappropriate or unsafe behaviors as violations of the Code of Conduct. AutismUp staff can, at any time, dismiss a participant temporarily or permanently, if it is determined that they can no longer participate safely, or if the safety of fellow participants or staff is compromised. Guardians will be notified of all incidents the same day.

PROGRESSIVE ACTION:

INAPPROPRIATE BEHAVIORS

Incident 1:

Documented conversation with FLA Staff and participant. Develop a plan with staff to prevent another incident.

Incident 2:

Documented conversation with FLA Staff and participant. Develop a plan with staff to prevent a third incident.

Notify participant that another incident will result in a shift to Support Zone A.

Incident 3:

Documented conversation with FLA Staff and participant. Develop a plan with staff to prevent a third incident. Participant is moved to Support Zone A, and may return to class as soon as a 1:1 assistant is in place.

UNSAFE BEHAVIORS

Incident 1:

Documented conversation with FLA Staff and participant. Develop a plan with staff to prevent another incident.

Participant is immediately moved to Support Zone **A**, and may return to class as soon as a 1:1 assistant is in place. The assistant must successfully provide support to the participant to prevent future incidents.

Incident 2:

Participant will be withdrawn for the remainder of the class session. Reenrollment will be considered on an individual basis.

PARTICIPANT NAME:

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Date:

Class:

Violation of:

SAFETY

RESPECT

PROFESSIONALISM

READINESS

ATTENDANCE

Description of Incident:

INAPPROPRIATE

UNSAFE

Action Taken:

Participant Signature :

Date:

FLA Staff Signature:

Date:

2

Date:

Class:

Violation of:

SAFETY

RESPECT

PROFESSIONALISM

READINESS

ATTENDANCE

Description of Incident:

INAPPROPRIATE

UNSAFE

Action Taken:

Participant Signature :

Date:

FLA Staff Signature:

Date:

3

Date:

Class:

Violation of:

SAFETY

RESPECT

PROFESSIONALISM

READINESS

ATTENDANCE

Description of Incident:

INAPPROPRIATE

UNSAFE

Action Taken:

Participant Signature :

Date:

FLA Staff Signature:

Date:
