



Center for Social Change, Inc.
A Support Center for Persons with Developmental Disabilities

www.centerforsocialchange.org

Memorandum

To: All Staff
 From: Dana Dimas, Director of Programs
 RE: Policy Reminders
 Date: 7/1/2017

1. For all individuals who do not demonstrate the necessary safety skills to cross the street:
Staff are to walk the individual to the van for departure for the day program in the morning.
Staff are to meet the individual at the van to supervise and assist the individual into the home upon return from the day program.
2. CSC is not responsible for personal items. No personal laptops, iPads, or other personal equipment are to be brought into the unit or program at any time. Cell phones must remain away and used only in emergency situations.
3. Work/agency time is NOT to be used for homework or other personal tasks.
4. No staff should leave the unit/program at any time during his/her shift without discussing this with the supervisor. The supervisor may agree or disagree to allow the staff to leave, depending on arrangements that can be made to maintain ratios in the unit/program. Leaving without such arrangement is NEGLECT.
5. Vehicles should not be used unless it is an approved activity. Permission must be obtained from the supervisor.
6. Incidents must be reported immediately to the supervisor and the report completed before the end of the shift.
7. No individual is to remain in a vehicle unattended. If staff need to run into an establishment quickly, take individuals with you.
8. Do NOT honk the horn at any home. Call the unit. Be respectful of our neighbors.

Employee Name (print) _____

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____