



SUNNY DAYS EARLY CHILDHOOD DEVELOPMENTAL SERVICES INC.

“Making the Future Brighter, One Child at a Time”

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www.sunnydays.com

Family/Practitioner Agency Policies and Guidelines

Agency Calendar

Please note that the calendar reflects the days Sunny Days honors as State/Federal Holidays. On these days, services may not be provided nor will the practitioner be required to make them up.

Included in this Welcome Packet is the **NJEIS-14 Policy on Rescheduling, Make-up or Compensatory Services for Missed and Disrupted EI Services**. Sunny Days follows this policy. Please feel free to contact your Regional Administrator with any questions regarding these procedures.

Monitoring

Each program must assume that families are receiving the services listed in their child's IFSP. We anticipate that you're involved in the intervention process and decisions made regarding your child. One way of assuring we provide quality services is through a home visit with you, your practitioner and a Clinical Educator who will observe the session. Another way of assuring quality and consistent services may be through the use of a parent survey/questionnaire. You may be asked to complete a survey. Please note your answers will not affect your continued service and is voluntary.

In addition at Sunny Day, each practitioner is required to complete a Service Verification Log. Please do not sign blank or incomplete logs. You will be asked to sign the log at the end of each session. Session summary notes which detail the activities of each session may be left with you to help support you in following suggested strategies towards outcomes written in your family's IFSP.

Confidentiality (please see agency policy enclosed)

Sunny Days requires that each practitioner respect a family's right to confidentiality. Please be assured that your child's concern and/or family issues will not be discussed with anyone outside the early intervention system. You will be asked to sign a **Release of Information** to a doctor or outside entity. This form will specify how the information will be given and exactly what information will be given. This form once signed, is in effect for one year from date you signed consent. **Consent to Release Information** is also needed for services in your child's daycare.

Additional Services

Please note that your practitioner may request an assessment/consultation with another practitioner in order to better meet the needs of your child and family. If you have additional concerns about your child or a family issue, you may request consultation with a specific discipline. You should call your Regional Administrator to discuss your concerns. In turn, your Regional Administrator will speak with your Service Coordinator. All requests will be responded to in a timely fashion.

Please feel free to visit our website at www.sunnydays.com and visit the Family Resource section.