

## **1.1 REGISTRATION**

### **In centre therapy**

- The Ark Centre has 5 places in every session.
- The Ark Centre provides 1:1 Behaviour Therapy, 1:1 Speech and Language Therapy and 1:1 Occupational Therapy for pre-school age children with autism and/or social communication disorders.
- When a parent/carer enquires about a space they will be added to the waiting list (if they choose to do so).

### **Referral**

- The Ark Centre will accept referrals from parents/ carers via telephone.
- The Board Certified Behaviour Analysts will consider each referral and whether the needs of the child can be met within The Ark Centre.
- The Ark Centre reserves the right to refrain from offering the space to a client if they feel they cannot meet the child's needs or if they believe it to not be in the best interest of the child.
- If at the time of referral The Ark Centre is deemed an appropriate placement but there is no place within The Ark Centre then the client can decide if they would like to be added to the waiting list. Please refer to the waiting list policy.

### **Offering a space**

- Once a client has issued their notice at The Ark Centre (one months notice in writing) the client at the top of the waiting list will be contacted. When they are contacted they will be offered the opportunity to come to The Ark Centre to meet with the centre manager and be shown around the centre.
- If the client is interested in the available space they will be given 5 working days to decide if they would like to secure the space and pay the deposit.
- If they would not like the available space they can remain on the waiting list or be removed.

### **Confirmed spaces**

- If the client confirms the space they will be asked to complete a number of initial forms to gain information about the child and consent for treatment to commence.
- The client will be sent a service agreement and be contacted to agree a start date.

### **Speech and Language and Occupational Therapy**

- Once the client has been offered a space they will be asked to confirm which services they would like to commence. Each child must have Behaviour Therapy but Occupational Therapy and Speech and Language Therapy is optional.
- If the client confirms they would like Speech and Language Therapy or Occupational Therapy the centre manager is to contact the relevant specialist and ask them to contact the client directly to arrange for this service to commence within The Ark Centre.

### **Initial assessments**

- A VBMAPP assessment will be conducted within the child's first month at The Ark Centre.

- Speech and Language and Occupational Therapy will conduct initial assessments as soon as possible within the child's initial sessions.

### **Reviewing of the Placement**

- The Ark Centre reserves the right to terminate the service with one months' notice at any time.
- The placement of the child will be reviewed once a month during the child's parent training session to confirm that The Ark Centre will continue to be the most appropriate setting for the child. If the transition into another setting is necessary, then please refer to our Transition Policy.